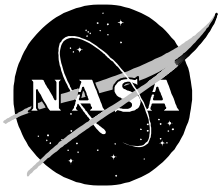
USER'S GUIDE FOR THE NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS) WEB FRONT END

Release 5.1

NEMS-UG-13

PrISMS Contract

August 2002



National Aeronautics and
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USER'S GUIDE FOR NEMS WEB FRONT END
RELEASE 5.1

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GEORGE C. MARSHALL SPACE FLIGHT CENTER
HUNTSVILLE, ALABAMA

August 2002

USER'S GUIDE FOR NEMS WEB FRONT END
RELEASE 5.1

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August 2002

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1. GENERAL FRAMEWORK

1.1 PURPOSE

The purpose of the NASA Equipment Management System (NEMS) Web Front End is to allow a user to change Custodian Account Number (W26 transaction), Equipment Location (W29 transaction) or User Number (W31 transaction) via a web page. The data to support this web page is created and maintained in the NEMS database through mainframe NEMS processing.

This User's Guide is prepared for both the users and Automated Data Processing (ADP) personnel. Information described in the User's Guide will give a general picture of the system and allow easier access to the NEMS system for the users or ADP personnel.

1.2 ACCESSIBILITY

Users should get the URL to access the NEMS Web Front End from their local center contact. This contact can be found on the Sustaining Engineering Support for Agencywide Administrative Systems (SESAAS) home page under the NEMS contact list:

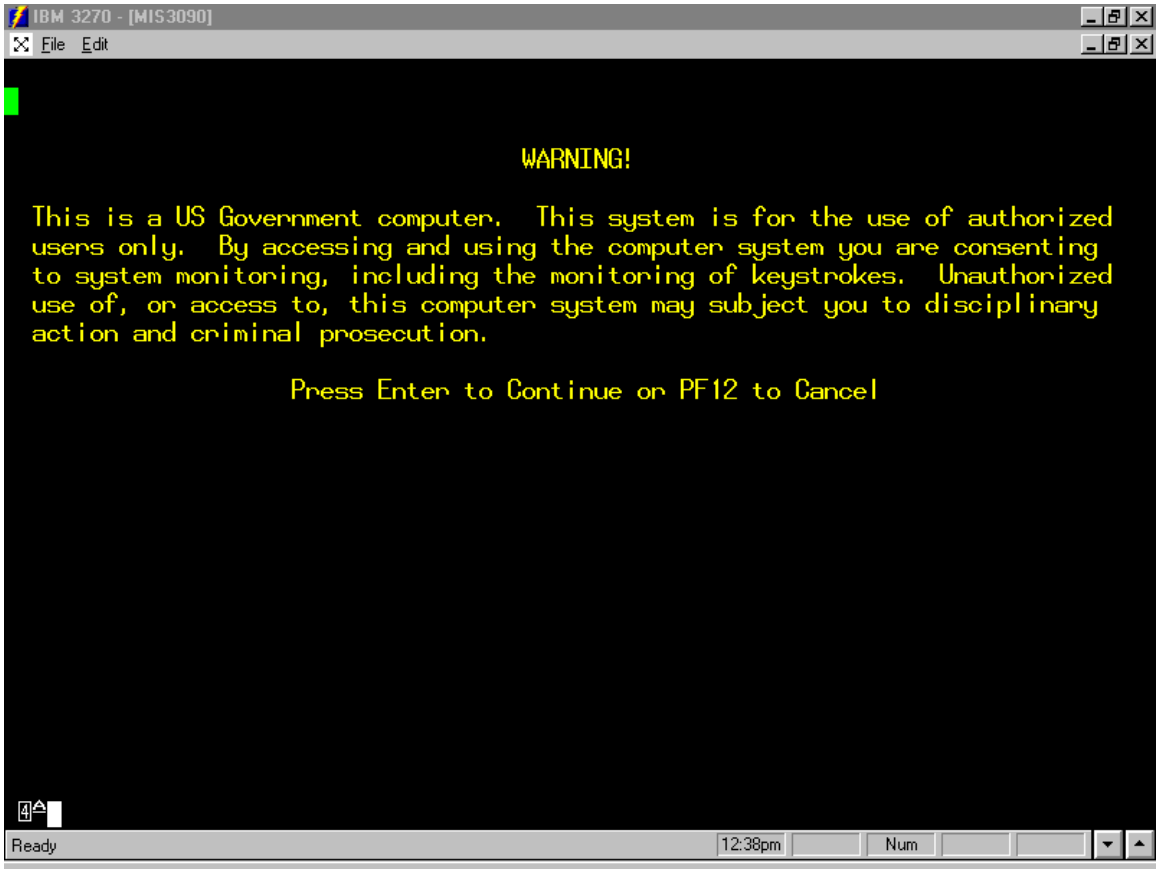
http://www.msfc.nasa.gov:80/sesaas/nems/contactlist.html

Each center will have a link that will allow valid users for that center to access their information.

2. NEMS MAINFRAME PROCESSING

2.1 WARNING SCREEN

Upon invoking the NEMS application, the Logon Warning screen appears (as shown below). This screen is displayed to warn unauthorized users of disciplinary action and criminal prosecution. The required action is to either press the **<ENTER>** key to continue or the **PF12** key to cancel.



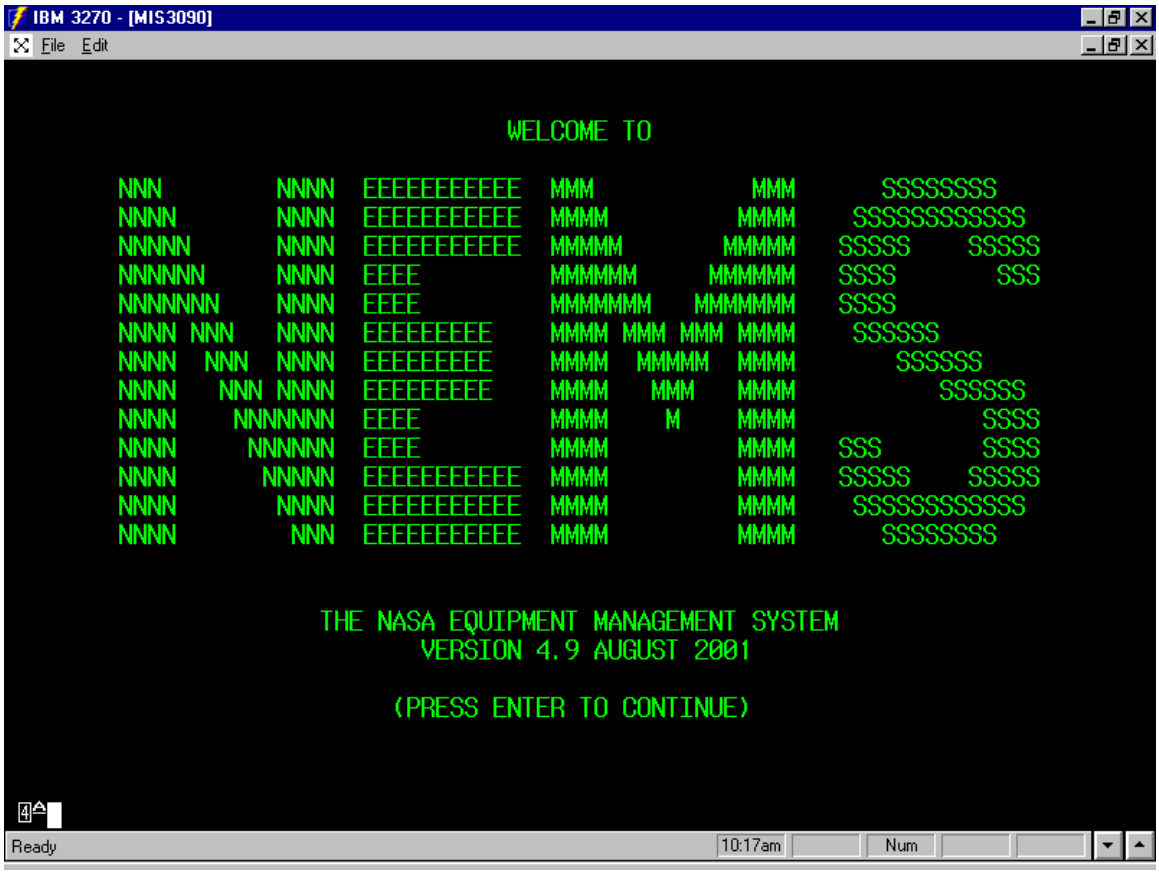
INPUT DATA

- Press **<Enter>**.
  This results in the display of the NEMS Welcome screen.

- Press **PF12**.
  This results in the user being logged off of the system.

2.2 NEMS WELCOME SCREEN

After the display of the Warning Screen, the NEMS Welcome screen appears (as shown below). The required action is to press the **<Enter>** key.

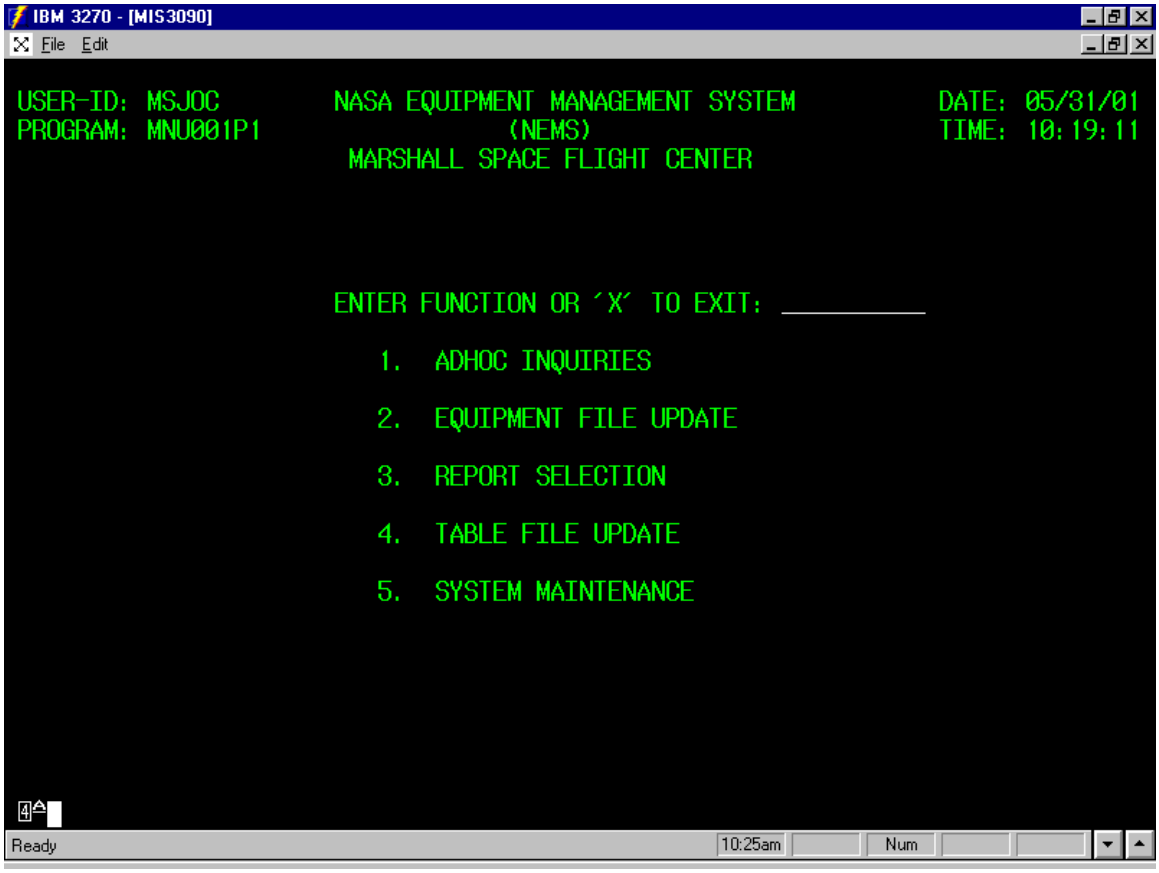


INPUT DATA

- Press **<Enter>**.
  This results in the display of the NEMS Main Menu.

2.3 NEMS MAIN MENU

The NEMS Main Menu displays available functions and allows for the selection of system processing functions. The processing functions include Adhoc Inquiries, Equipment File Updates, Reports, Table File Updates, and System Maintenance. For the purposes of this User's Guide only the Adhoc Inquiries and Table File Update will be described.



INPUT DATA

- Enter Function — Input Value = **1**, **4**, or **X**
- Press **<Enter>**.

2.3.1 NEMS Adhoc Inquiries Menu

Enter **1** for Function on the NEMS Main Menu to access the NEMS Adhoc Inquiries Menu.

This function provides adhoc retrieval of equipment or table data. For the purposes of this User's Guide only option **9** (Table File by Table Number) will be discussed. The NEMS Adhoc Inquiries Menu is displayed.

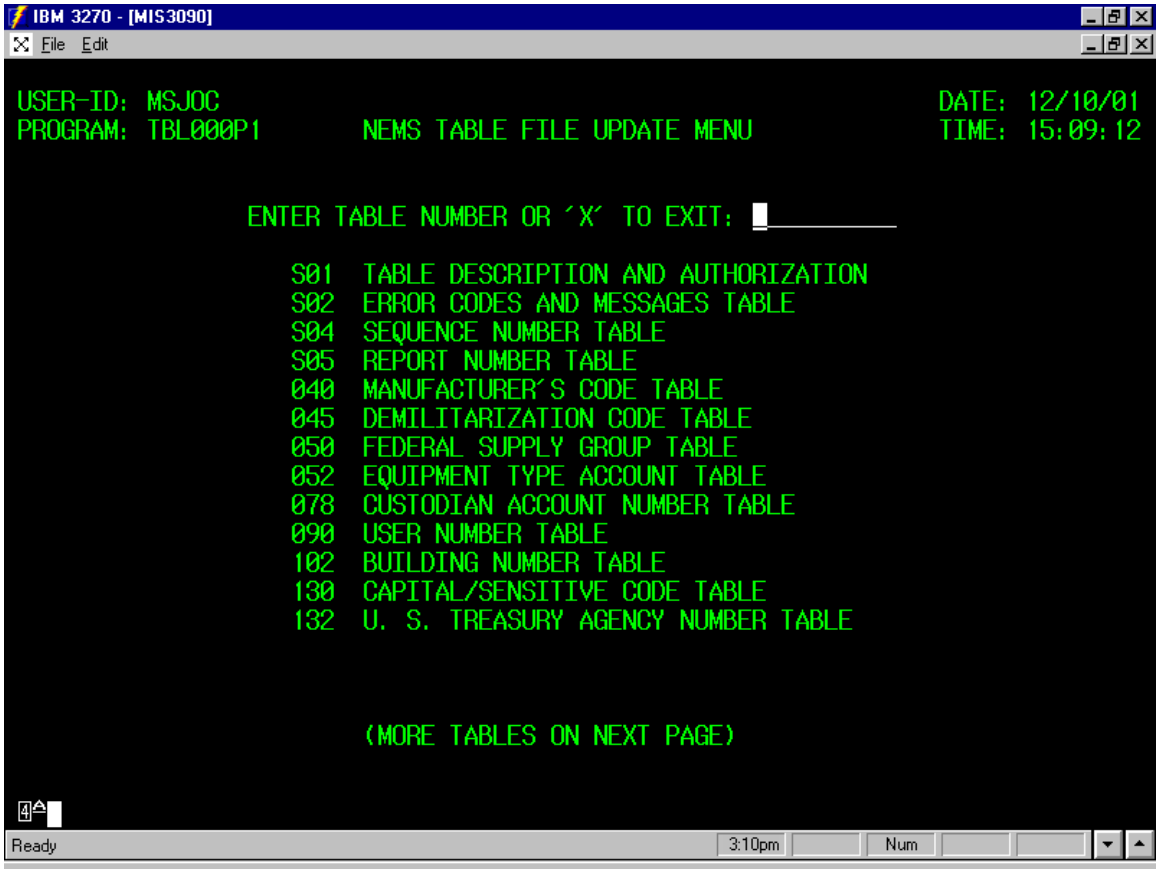
INPUT DATA

- Enter Selection input value = **9** or **X**
- Press **<Enter>**.
  This results in the display of the requested NEMS Table File Adhoc Menu screen.

2.3.1.1 NEMS Table File Adhoc Menu

Enter **9** for Function on the NEMS Adhoc Inquiries Menu to access the NEMS Table File Adhoc Menu.

The NEMS Table File Adhoc Menu screen allows the user to display information for various tables. For the purposes of this User's Guide only tables **078** (Custodian Account Number Table) and **090** (User Number Table) will be discussed. The NEMS Table File Adhoc Menu screen is displayed.



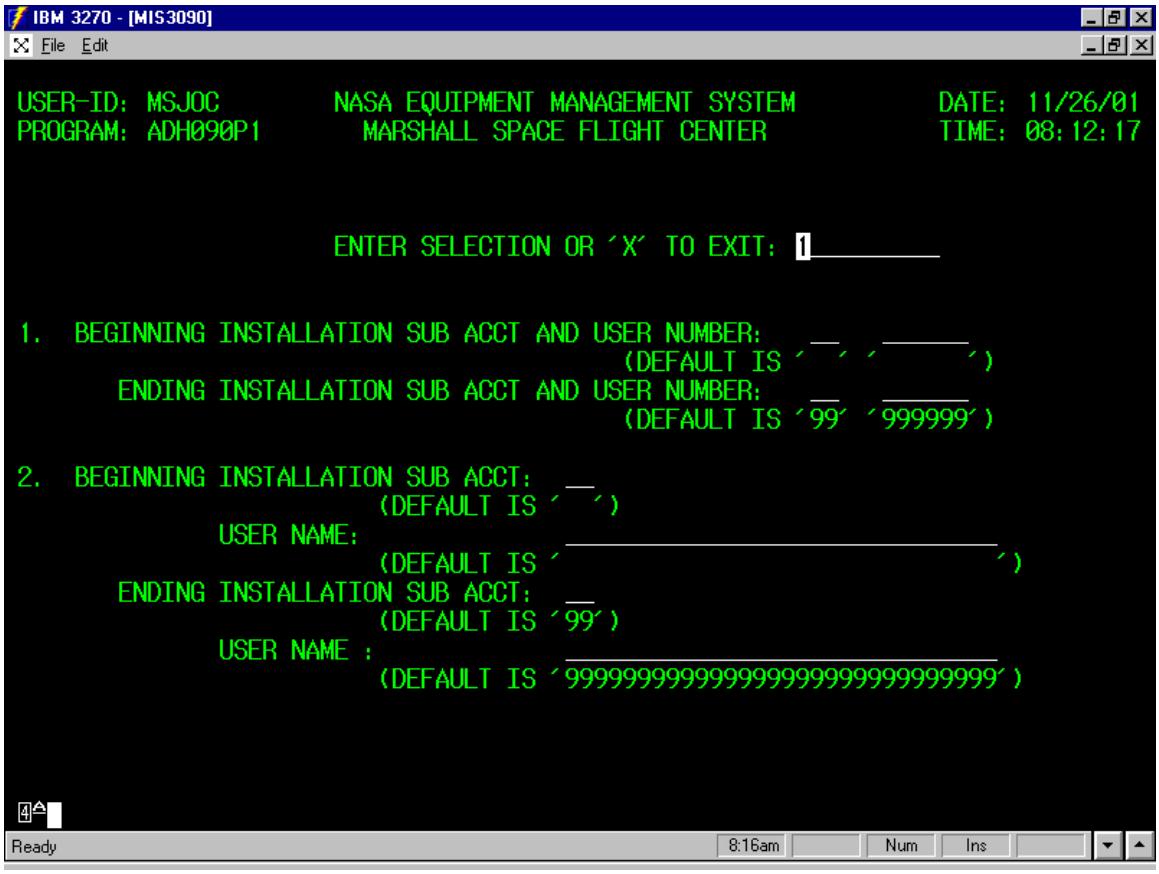
INPUT DATA

- Enter Table Number input value = **078**, **090** or **X**
- Press **<Enter>**.
  This results in the display of the Custodian Account Number Table or User Number Table.

2.3.1.1.1 NEMS Web Custodian Account Number Table

Enter **078** for Table Number on the NEMS Table File Menu to access the Custodian Account Number Table.

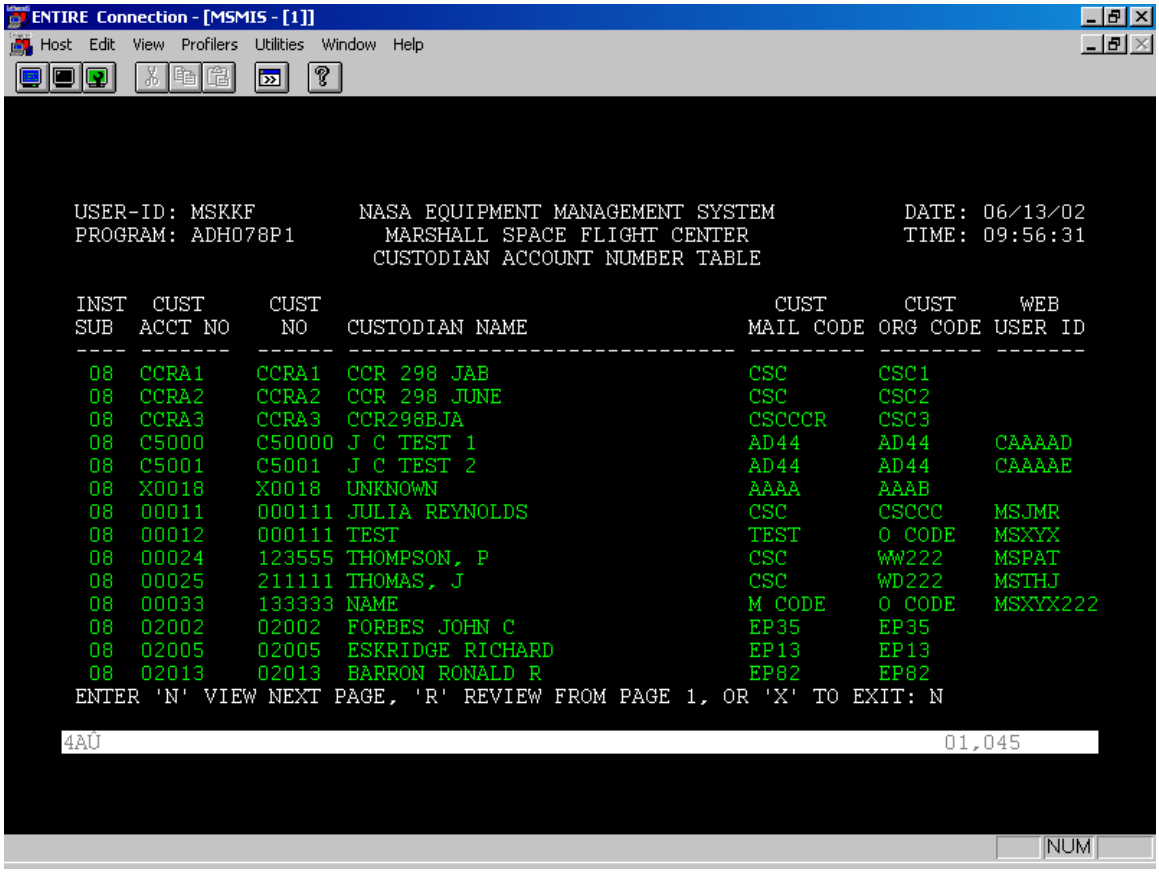
This screen allows the user to select the User Number by Sub-Installation and User Number (Option 1) or Sub-Installation and User Name (Option 2).



INPUT DATA

- Enter Selection input value = **1**, **2**, or **X**
- Press **<Enter>**.
  This results in the display of the Custodian Account Number Table.

The Custodian Account Number Table will display a list of Custodian Numbers. The NEMS Custodian Account Number Table displays the Sub-Installation, Custodian Account Number, Custodian Number, Custodian Name, Mail Code, Custodian Organization Code, and Web User ID.



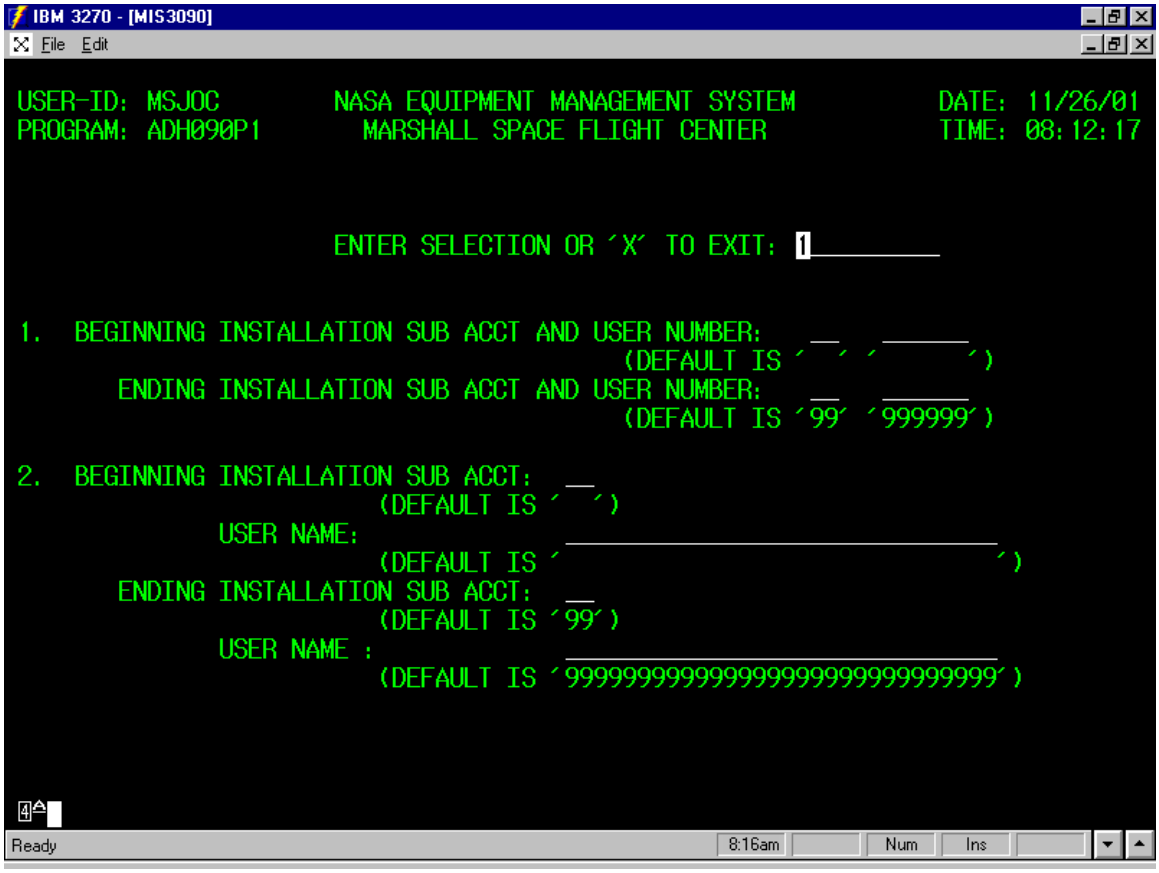
INPUT DATA

- Selection Input values = **N**, **R**, or **X**
- Press **<Enter>** to view more User Numbers.

2.3.1.1.2 NEMS Web User ID Table

Enter **090** for Table Number on the NEMS Table File Menu to access the User Number Table.

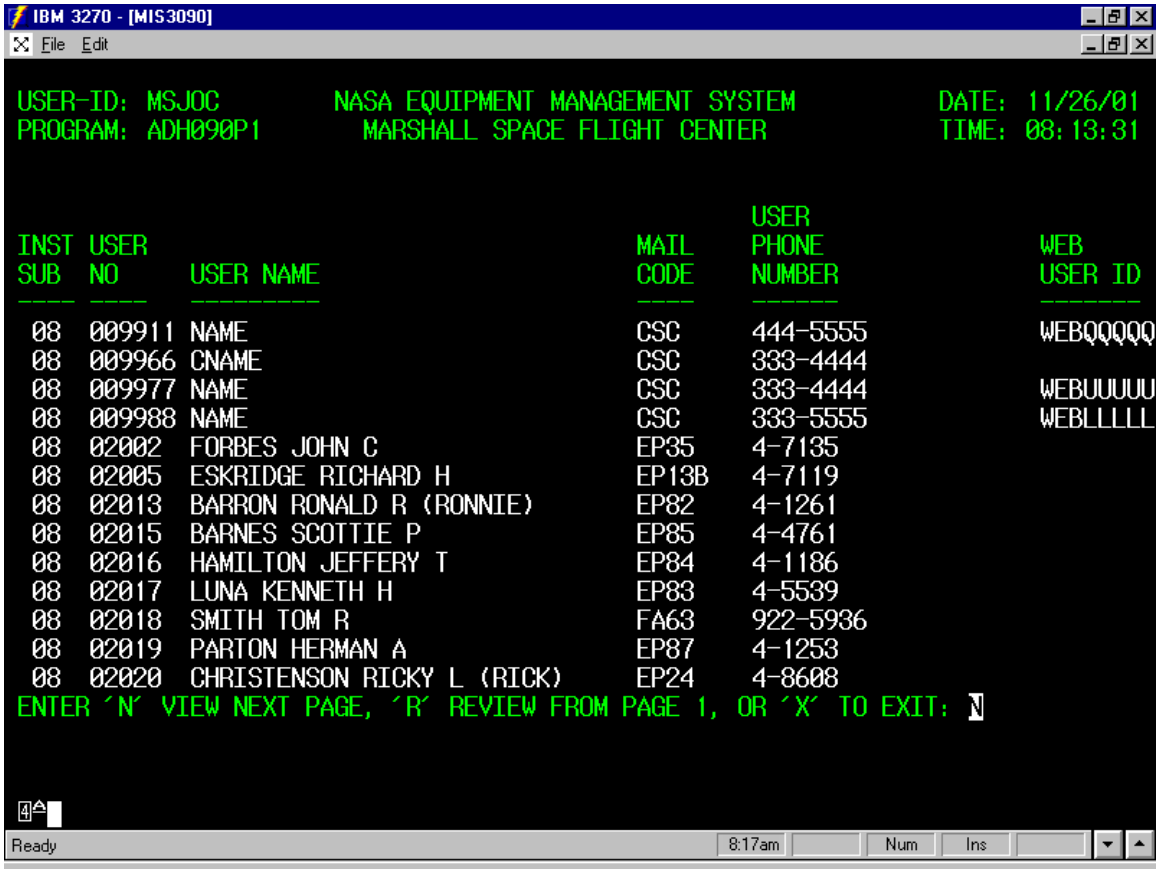
This screen allows the user to select the User Number by Sub-Installation and User Number (Option 1) or Sub-Installation and User Name (Option 2).



INPUT DATA

- Enter Selection input value = **1**, **2**, or **X**
- Press **<Enter>**.
  This results in the display of the User Number Table.

The User Number Table will display a list of User Numbers. The NEMS User Number Table displays the Sub-Installation, User Number, User Name, Mail Code, User Phone Number, and Web User ID.



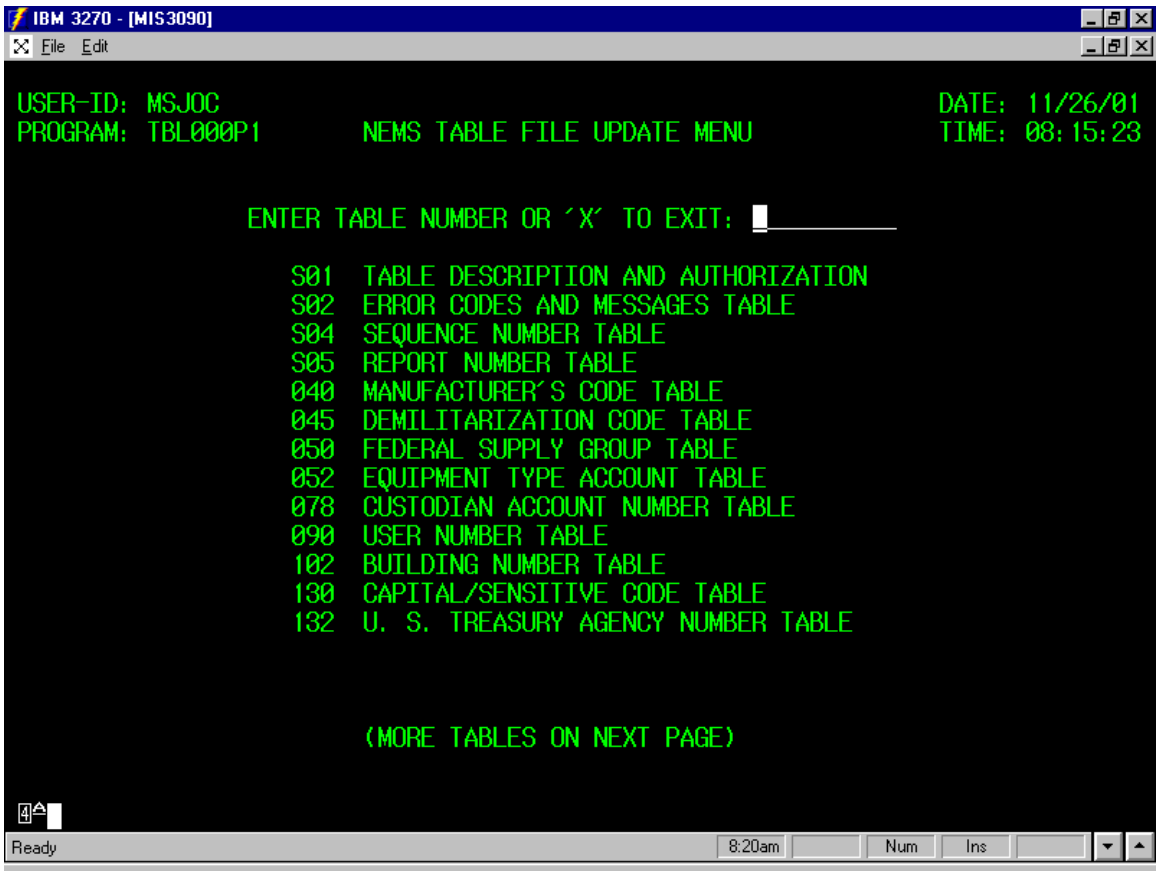
INPUT DATA

- Selection Input values = **N**, **R**, or **X**
- Press **<Enter>** to view more User Numbers.

2.3.2 NEMS Table File Update Menu

Enter **4** for Function on the NEMS Main Menu to access the NEMS Table File Update Menu.

This function provides Maintenance for the NEMS System. For the purposes of this User's Guide only tables 078 (Custodian Account Number Table) and 090 (User Number Table) will be discussed. The NEMS Table File Update Menu is displayed.



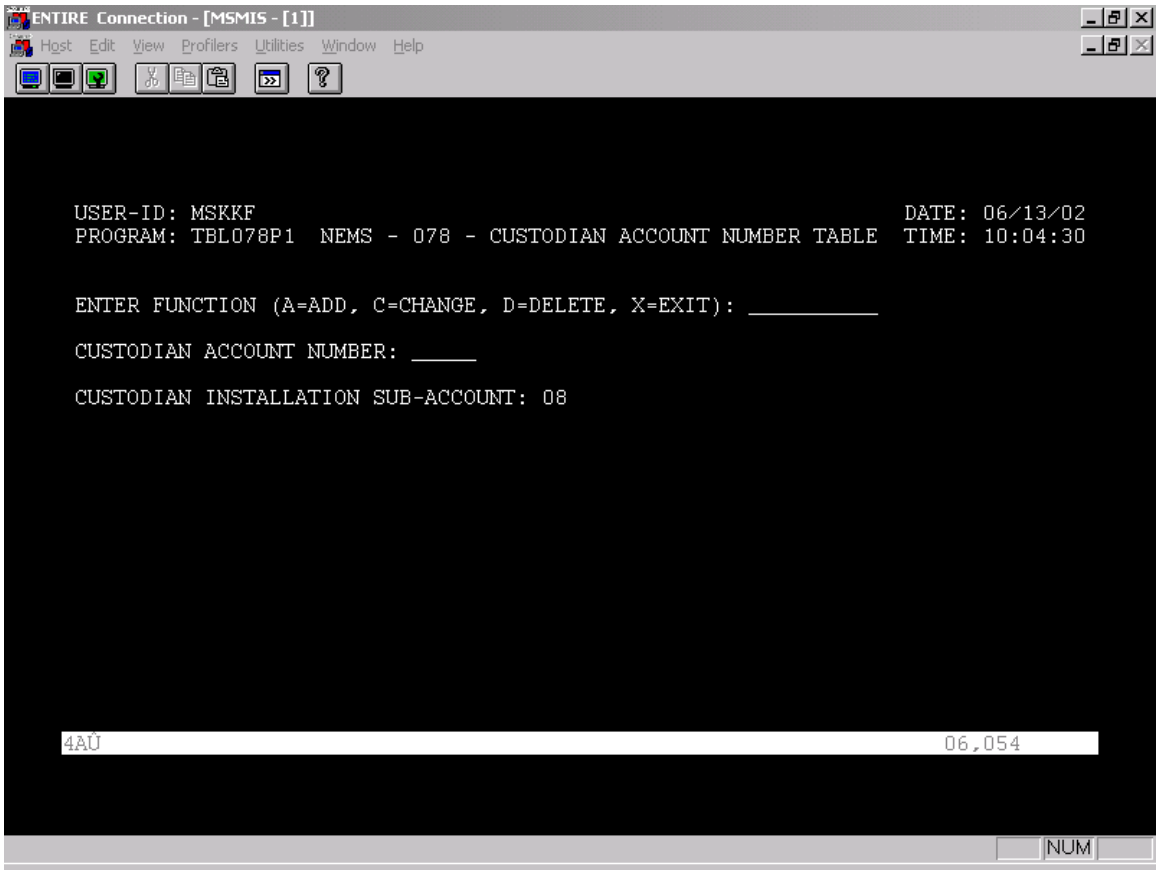
INPUT DATA

- Enter Table Number input value = **078**, **090** or **X**
- Press **<Enter>**.
  This results in the display of the NEMS Custodian Account Number Table or User Number Table.

2.3.2.1 Custodian Account Number Table

Enter **078** on the NEMS Table File Update Menu to access the Custodian Account Number Table.

The Custodian Account Number Table allows the user to add, change, or delete Custodian Account Numbers. The Custodian Account Number screen is displayed.



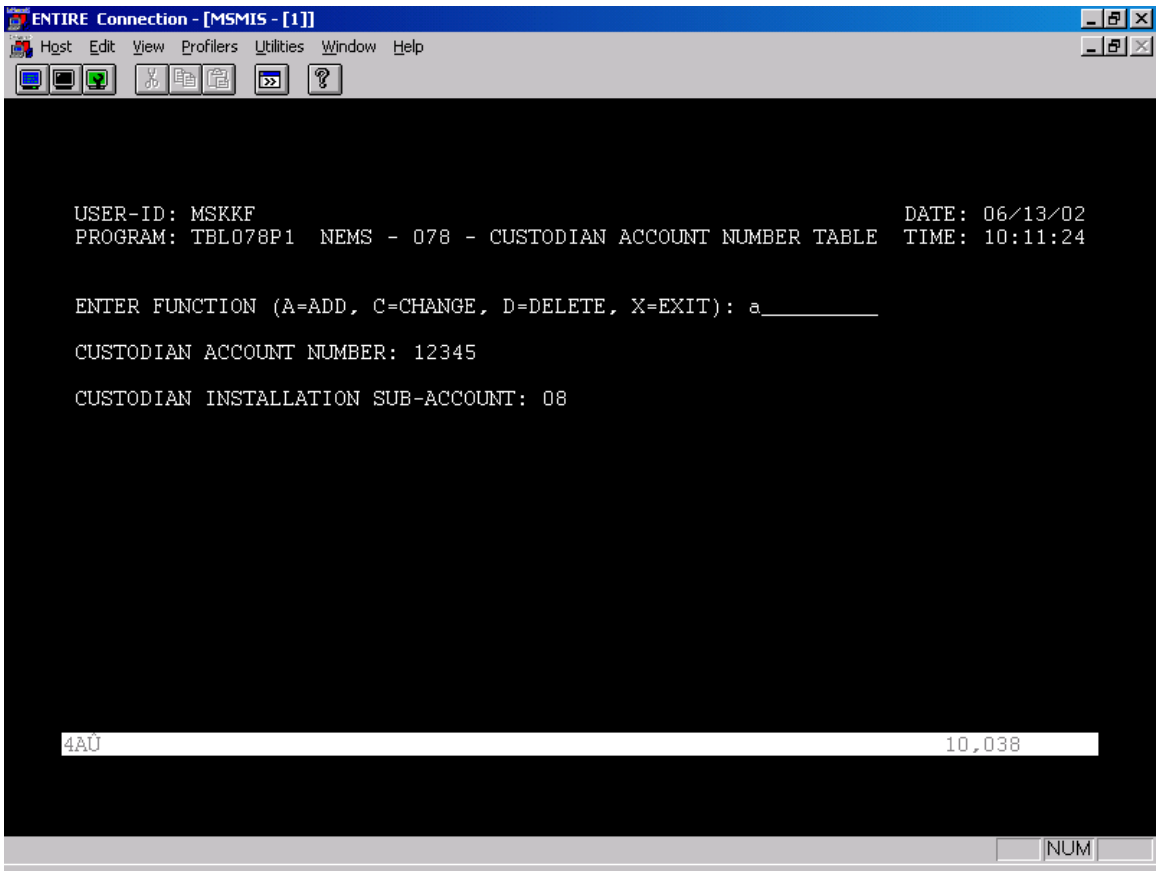
INPUT DATA

- Enter Function — input values = **A**, **C**, **D**, or **X**
- Enter Custodian Account Number — input value = valid Custodian Account Number
- Press **<Enter>**.

2.3.2.1.1 Add Custodian Account Number Table

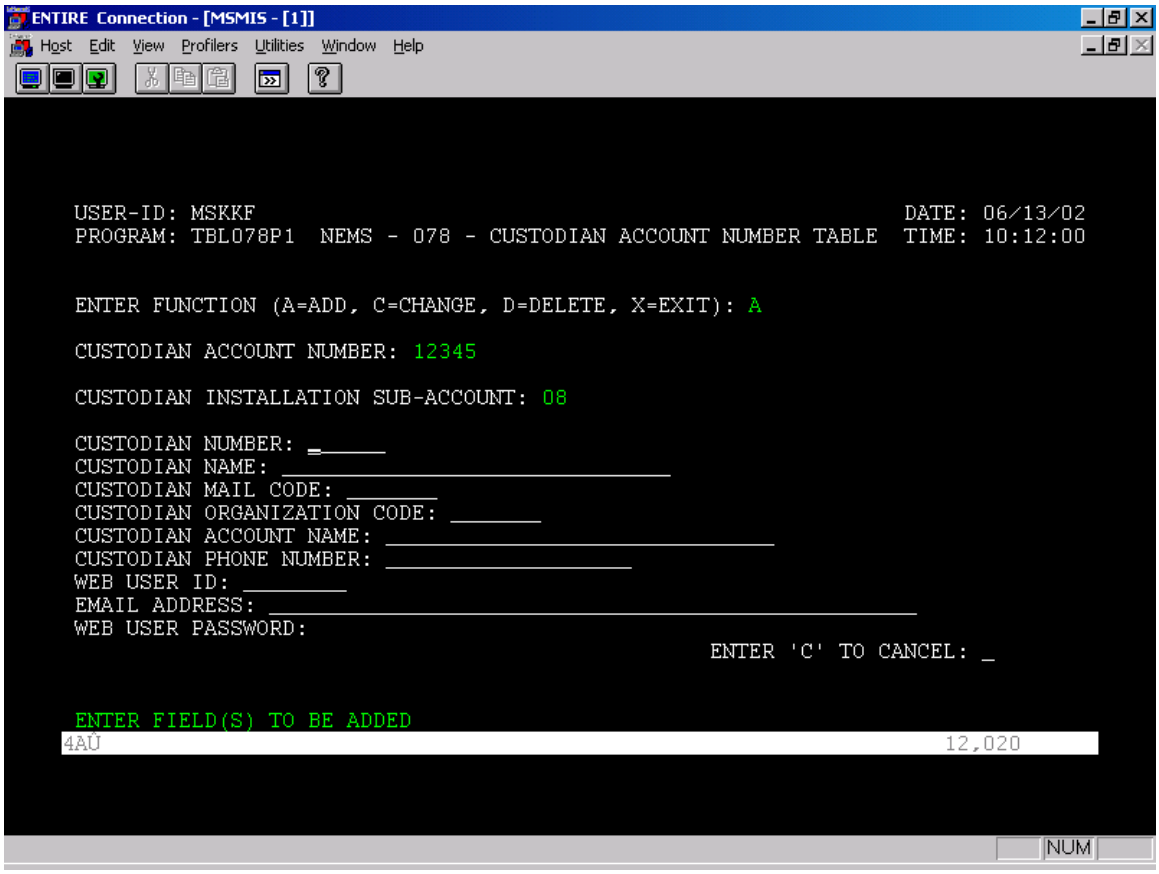
Enter '**A'** for the Enter Function and a new Custodian Account Number on the Custodian Account Number table screen to access the Custodian Account Number Table.

This function allows the user to create a new Custodian Account Number. The new Custodian Account Number Table is displayed.



INPUT DATA

- Enter Function — input value = **A**
- Enter Custodian Account Number — required, must be unique
- Press **<Enter>**.
  This results in the display of additional fields to be filled in with information required to create a Custodian Account Number.



INPUT DATA

- Custodian Number — required
- Custodian Name — required
- Custodian Mail Code — required
- Custodian Org. Code — required
- Custodian Acct Name — required
- Custodian Phone Number — required
- Web User ID — optional
- Email Address — optional, required if Web User ID is entered
- Web User Password — optional, required if Web User ID is entered

- Press **<Enter>**.
  This results in the display of the message 'Previous Record Successfully Added' and returns to the Custodian Account Number Table screen.

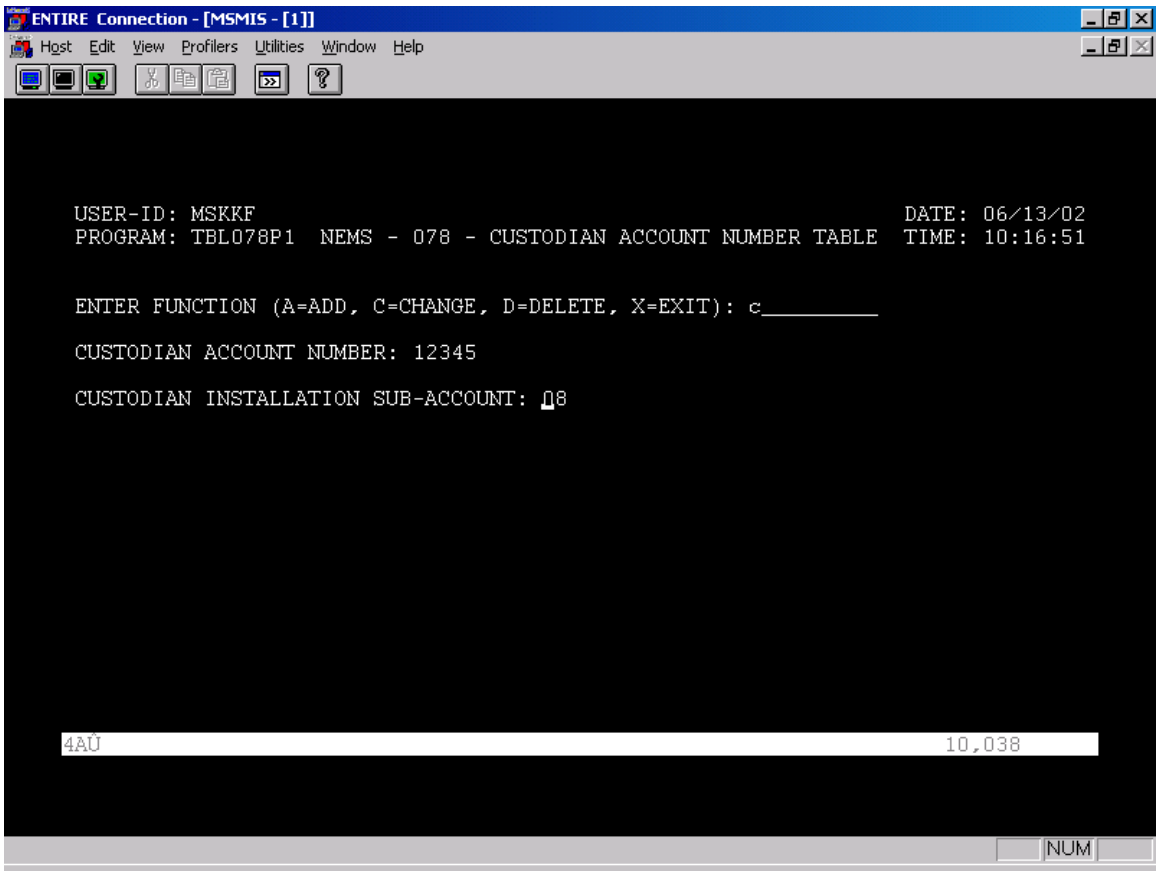
- To cancel the add request.
  - Enter '**C**' in the Enter 'C' to Cancel.
  - Press **<Enter>**.

  This results in the display of the message 'Previous Activity Has Been Cancelled' and returns to the Custodian Account Number Table screen.

2.3.2.1.2 Change Custodian Account Number Table

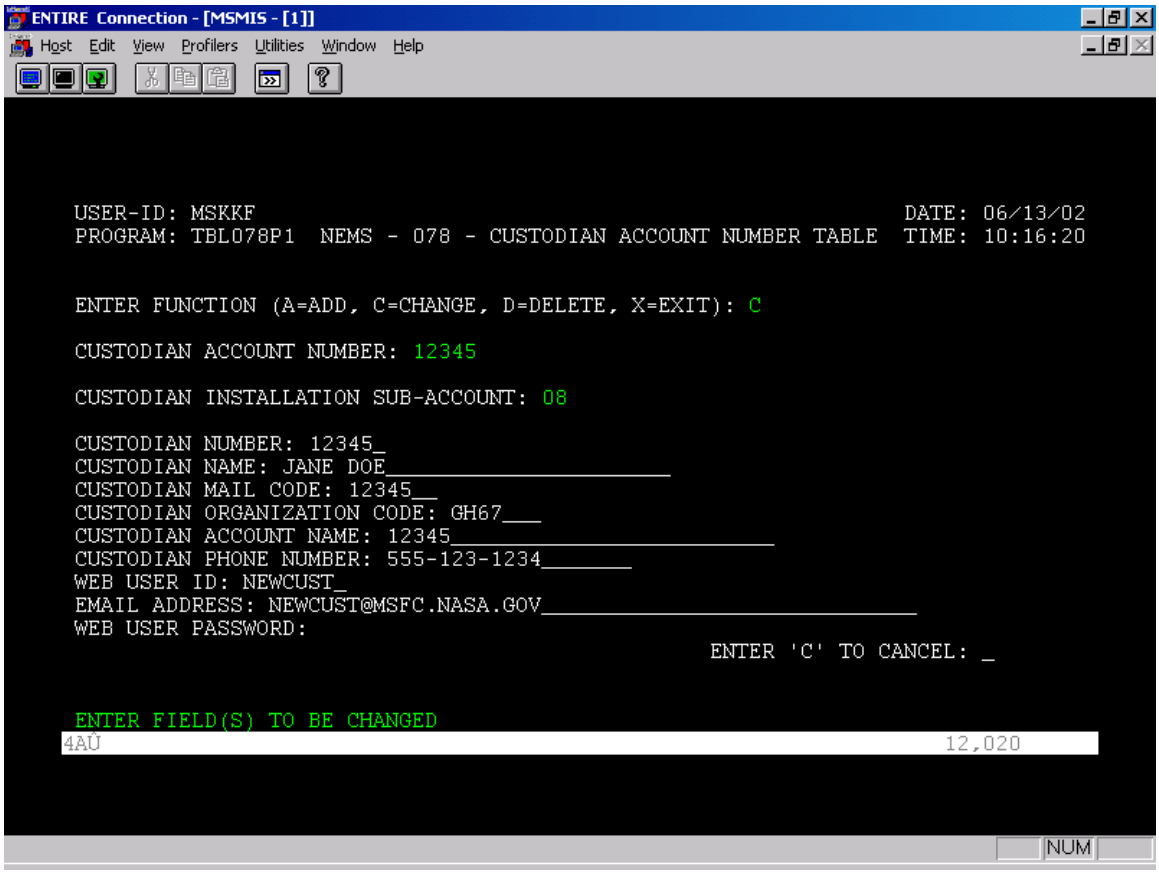
Enter a '**C**' for the Enter Function and an existing Custodian Account Number on the Custodian Account Number table screen to access the Custodian Account Number Table.

This function allows the custodian to change information for an existing Custodian Account Number. The Custodian Account Number Table is displayed.



INPUT DATA

- Enter Function — input value = **C**
- User Number — required
- Press **<Enter>**.
  This results in the display of additional fields with the current information for a Custodian Account Number. This information can be modified.



INPUT DATA

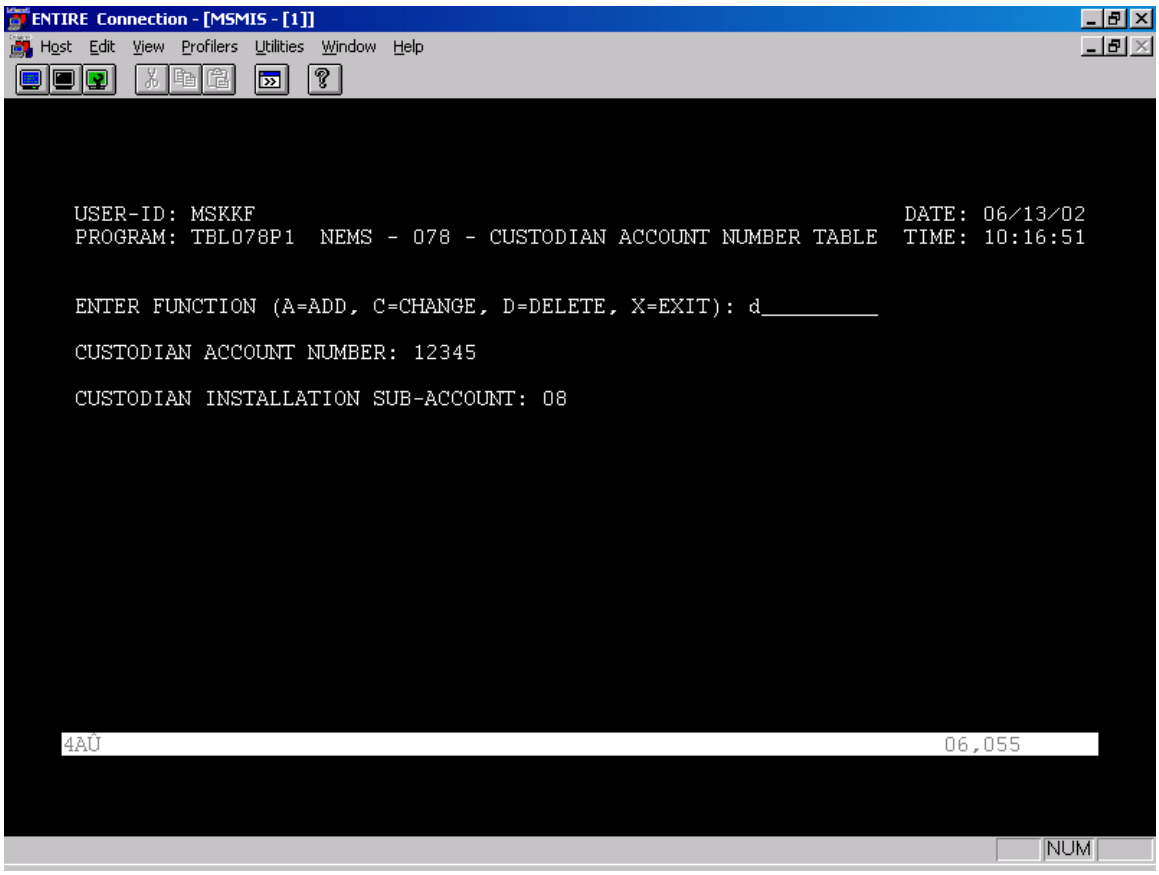
- Custodian Number
- Custodian Name
- Custodian Mail Code
- Custodian Org. Code
- Custodian Account Name
- Custodian Phone Number
- Web User ID
- Email Address
- Web User Password
- Press **<Enter>**.
  This results in the display of the message 'Previous Record Successfully Updated' and returns to the Custodian Account Number Table screen.

- To cancel the change request.
  - Enter '**C**' in the Enter 'C' to Cancel.
  - Press **<Enter>**.
    This results in the display of the message 'Previous Activity Has Been Cancelled' and returns to the Custodian Account Number Table screen.

2.3.2.1.3 Delete Custodian Account Number Table

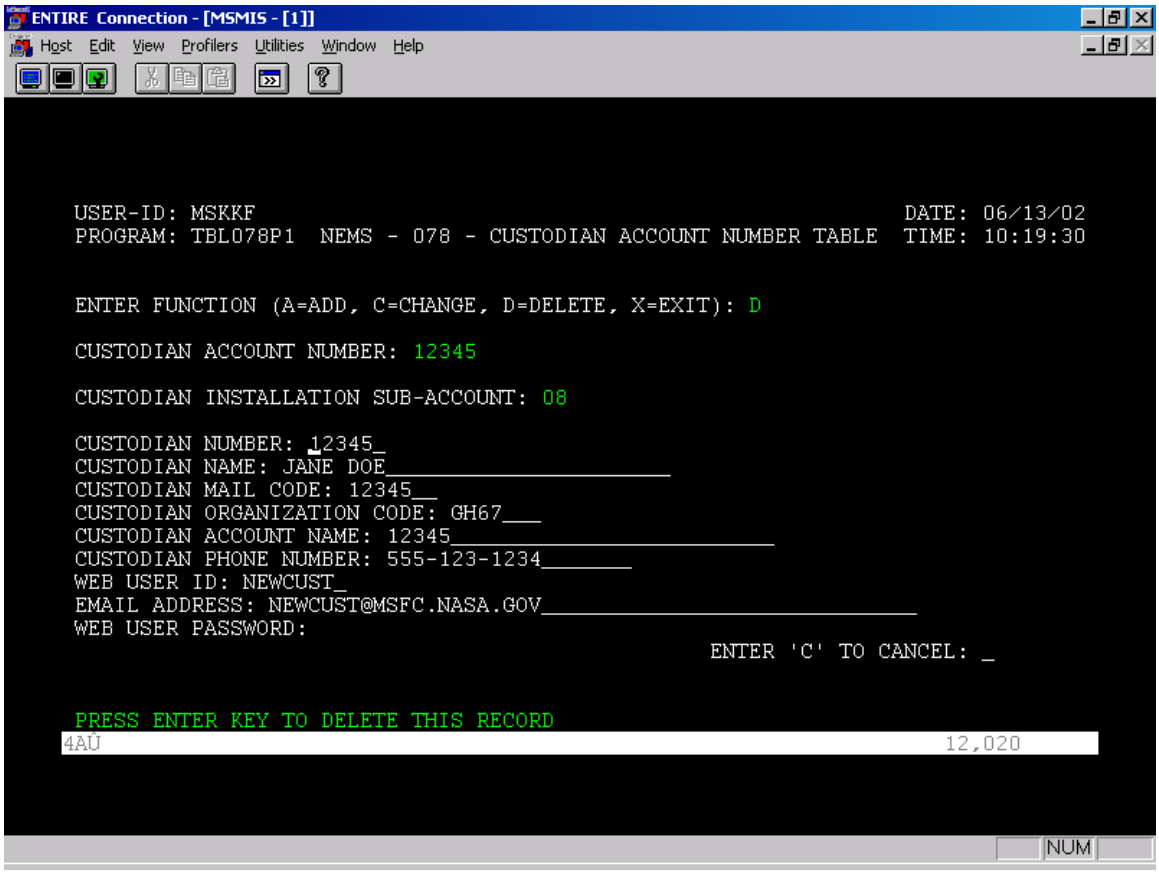
Enter a '**D**' for the Enter Function and an existing Custodian Account Number on the Custodian Account Number table screen to access the Custodian Account Number Table.

This function allows the user to delete an existing Custodian Account Number. The Custodian Account Number Table is displayed.



INPUT DATA

- Enter Function — input value = **D**
- Custodian Account Number — required
- Press **<Enter>**.
  This results in the display of additional information for a Custodian Account Number. This information is displayed to verify that this is the correct Custodian Account Number to be deleted.



INPUT DATA

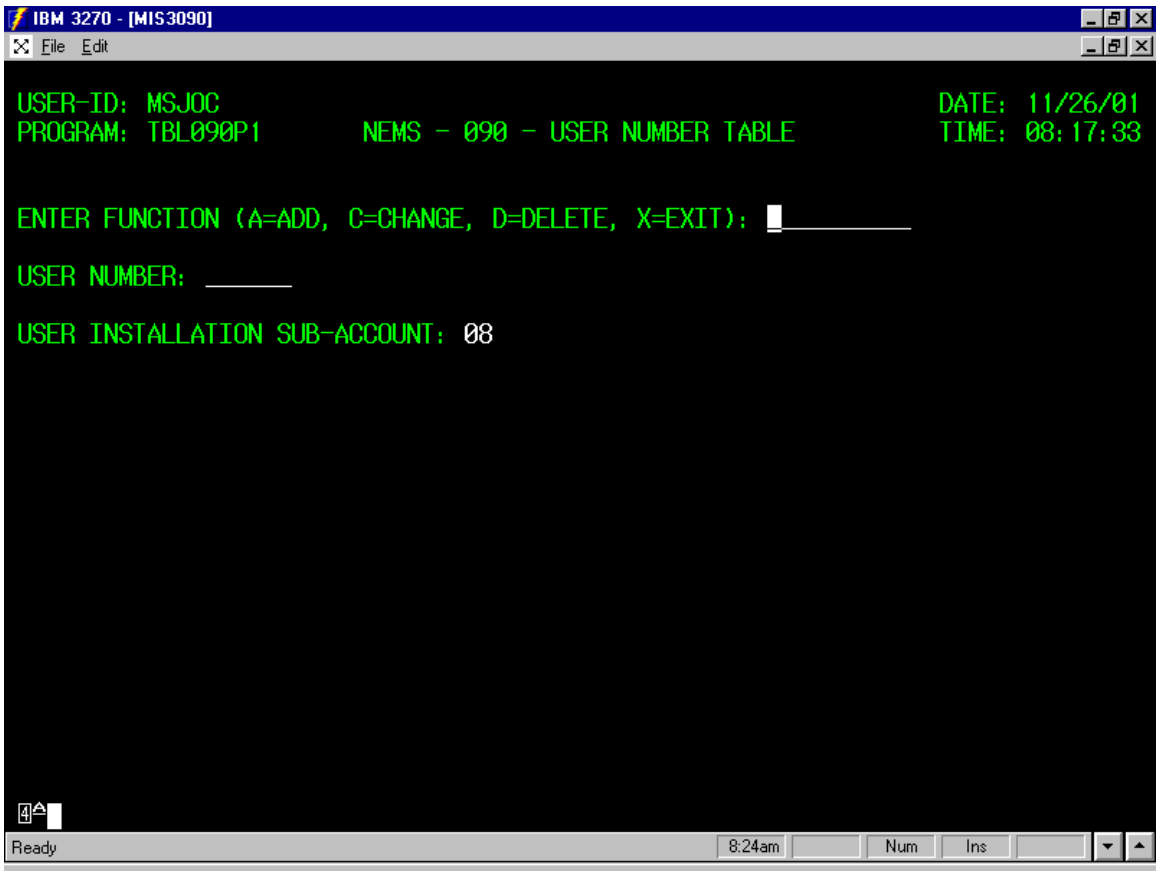
- To process the delete request.
  - Press **<Enter>**.
    This results in the display of the message 'Previous Record Successfully Deleted' and returns to the Custodian Account Number Table screen.

- To cancel the delete request.
  - Enter '**C**' in the Enter 'C' to Cancel.
  - Press **<Enter>**.
    This results in the display of the message 'Previous Activity Has Been Cancelled' and returns to the Custodian Account Number Table screen.

2.3.2.2 User Number Table

Enter **090** on the NEMS Table File Update Menu to access the User Number Table.

The User Number Table allows the user to add, change, or delete User Numbers. The User Number screen is displayed.



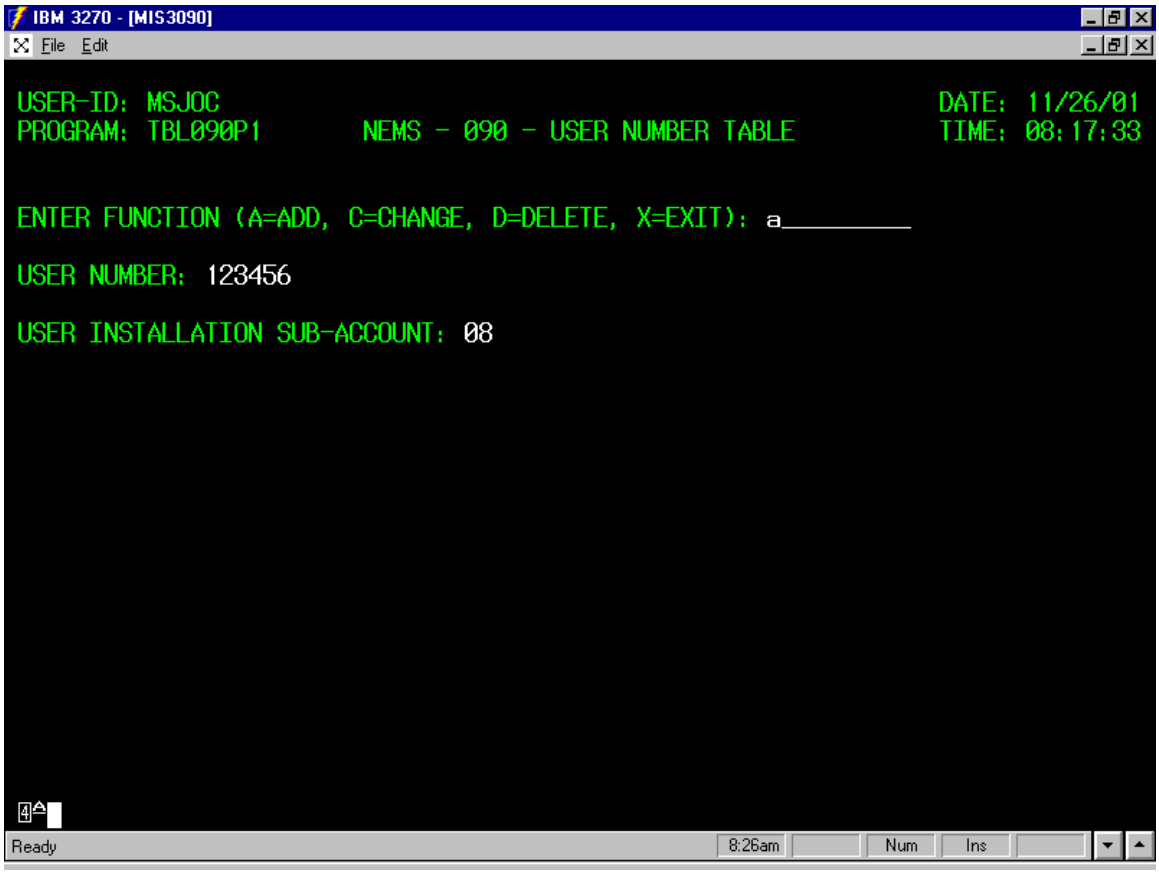
INPUT DATA

- Enter Function — input values = **A**, **C**, **D**, or **X**
- Enter User Number — input value = valid User Number
- Press **<Enter>**.

2.3.2.2.1 Add User Number Table

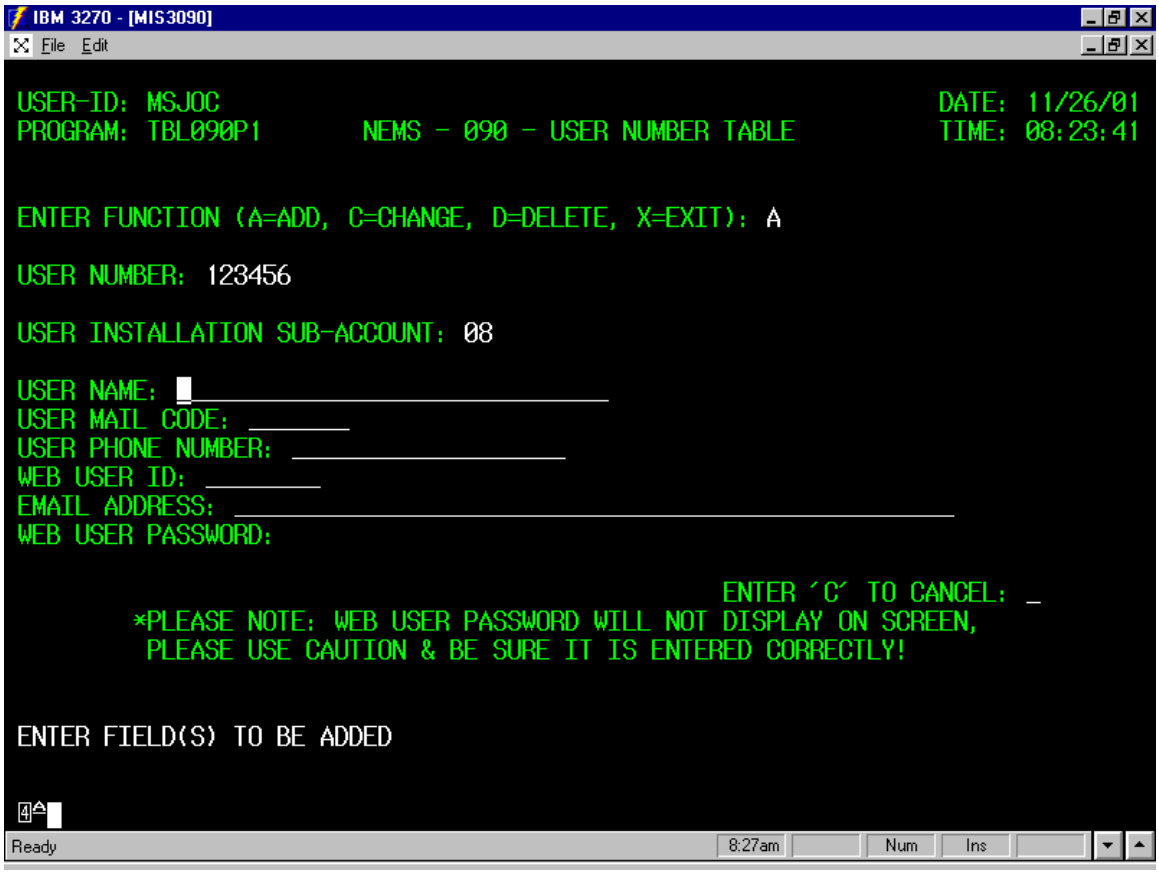
Enter '**A'** for the Enter Function and a new User Number on the User Number table screen to access the User Number Table.

This function allows the user to create a new User Number. The new User Number Table is displayed.



INPUT DATA

- Enter Function — input value = **A**
- Enter User Number — required, must be unique
- Press **<Enter>**.
  This results in the display of additional fields to be filled in with information required to create a User Number.



INPUT DATA

- User Name — required
- User Mail Code — required
- User Phone Number — required
- Web User ID — optional
- Email Address — optional, required if Web User ID is entered
- Web User Password — optional, required if Web User ID is entered

- Press **<Enter>**.
  This results in the display of the message 'Previous Record Successfully Added' and returns to the User Number Table screen.

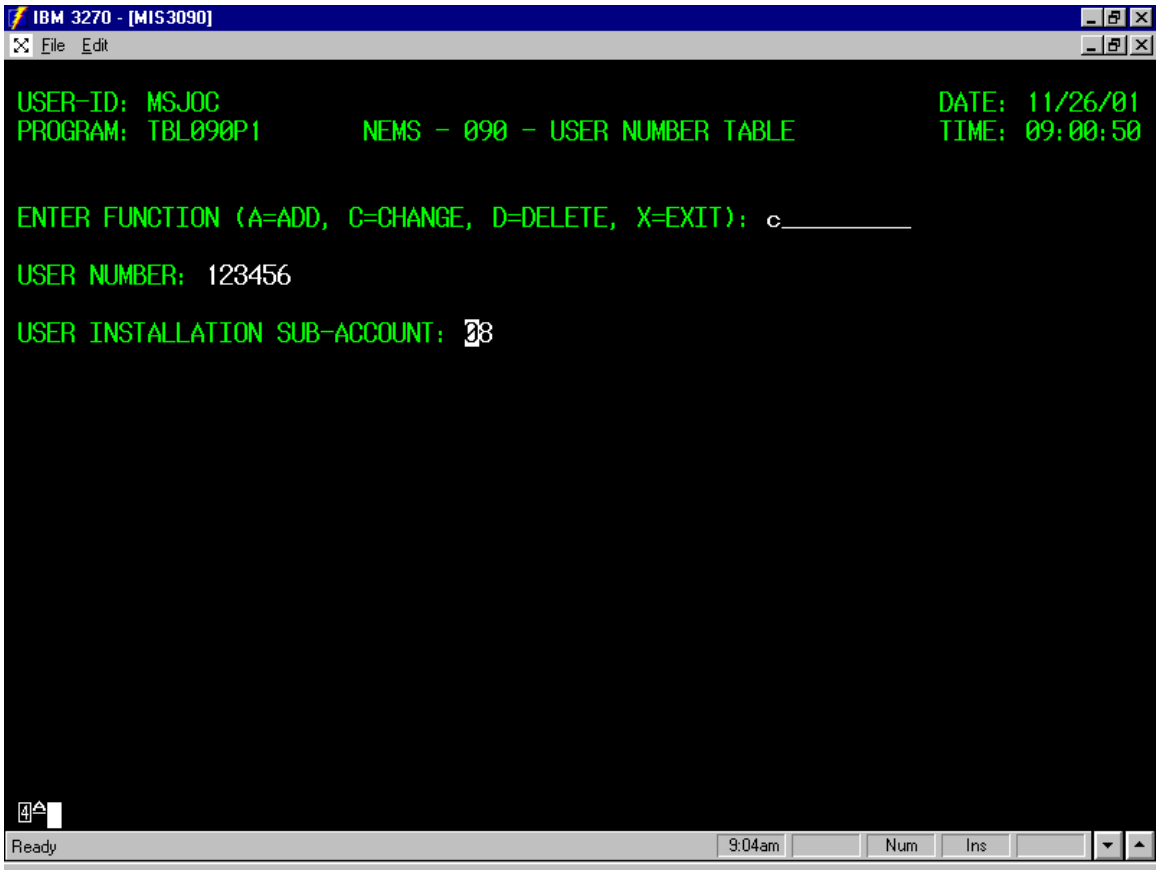
- To cancel the add request.
  - Enter '**C**' in the Enter 'C' to Cancel.
  - Press **<Enter>**.

  This results in the display of the message 'Previous Activity Has Been Cancelled' and returns to the User Number Table screen.

2.3.2.2.2 Change User Number Table

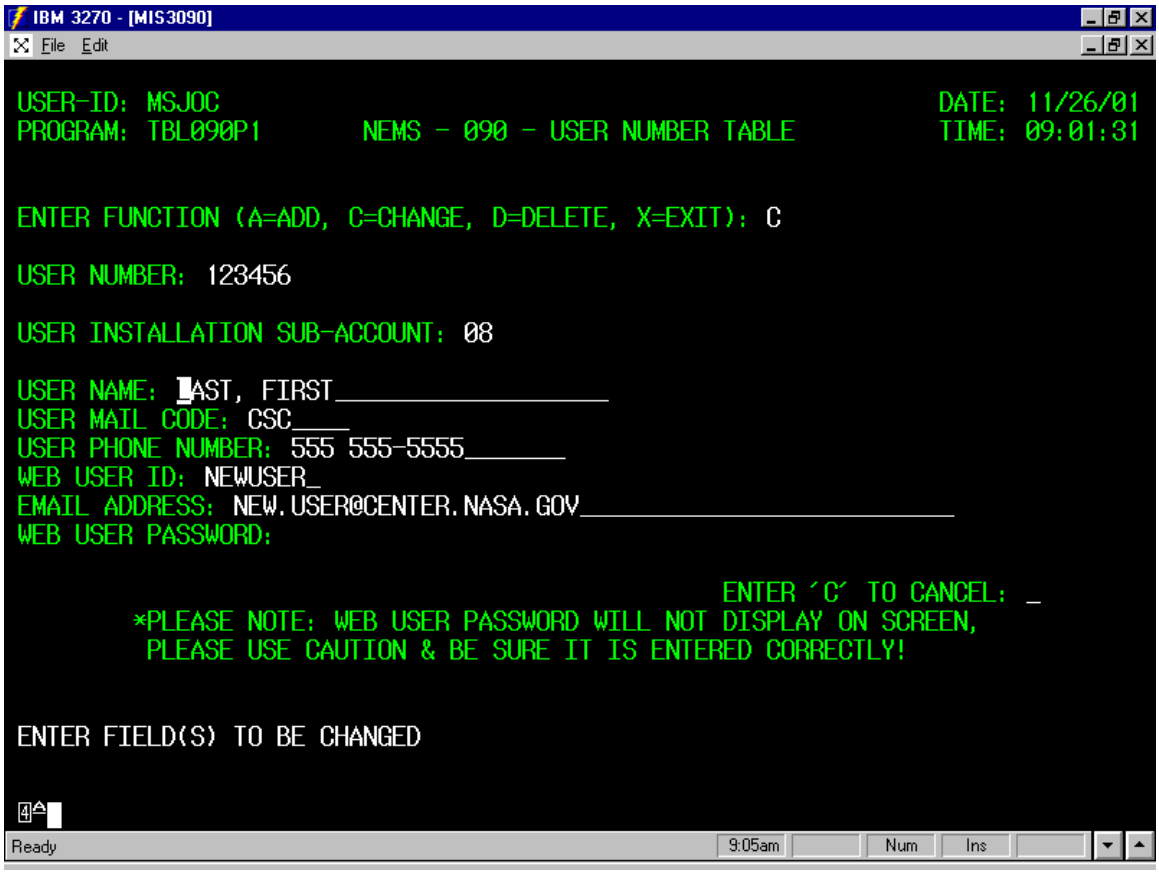
Enter a '**C'** for the Enter Function and an existing User Number on the User Number table screen to access the User Number Table.

This function allows the user to change information for an existing User Number. The User Number Table is displayed.



INPUT DATA

- Enter Function — input value = **C**
- User Number — required
- Press **<Enter>**.
  This results in the display of additional fields with the current information for a User Number. This information can be modified.



INPUT DATA

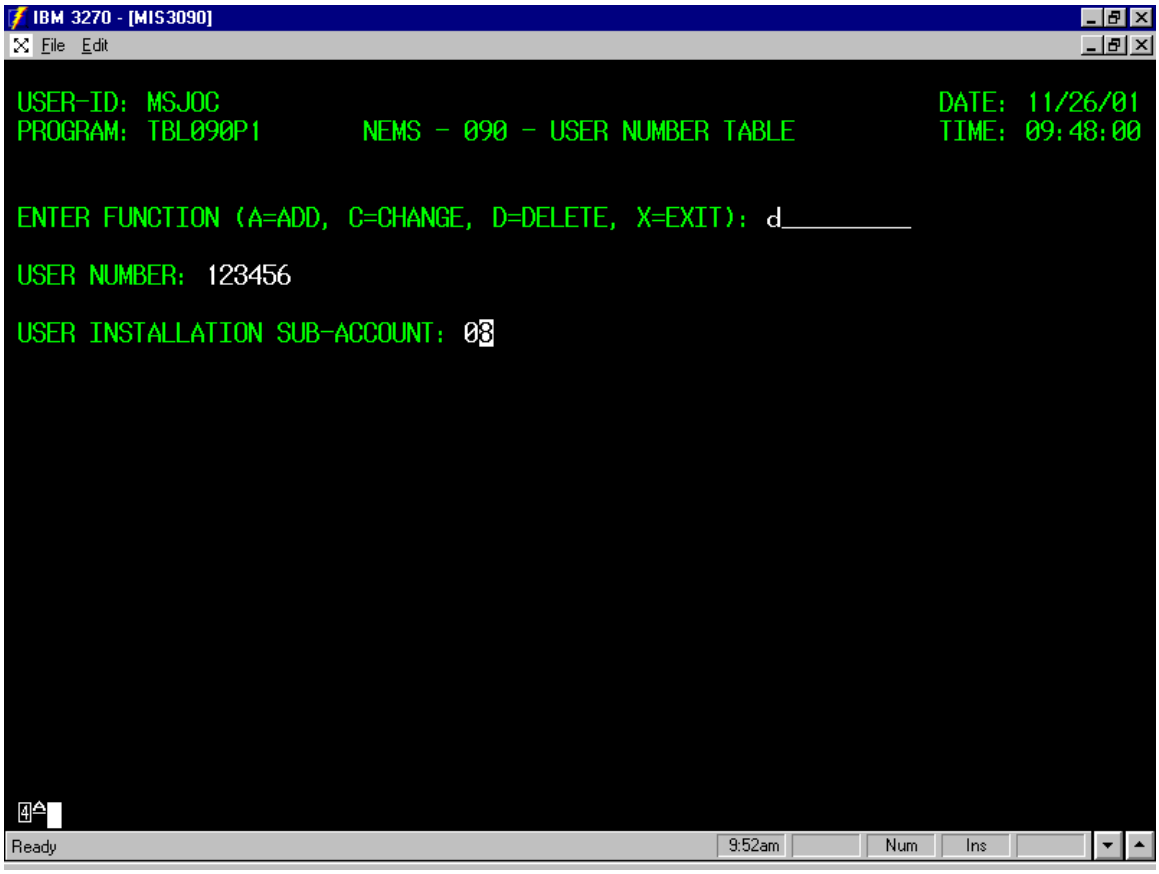
- User Name
- User Mail Code
- User Phone Number
- Web User ID
- Email Address
- Web User Password
- Press **<Enter>**.
  This results in the display of the message 'Previous Record Successfully Updated' and returns to the User Number Table screen.

- To cancel the change request.
  - Enter '**C**' in the Enter 'C' to Cancel.
  - Press **<Enter>**.
    This results in the display of the message 'Previous Activity Has Been Cancelled' and returns to the User Number Table screen.

2.3.2.2.3 Delete User Number Table

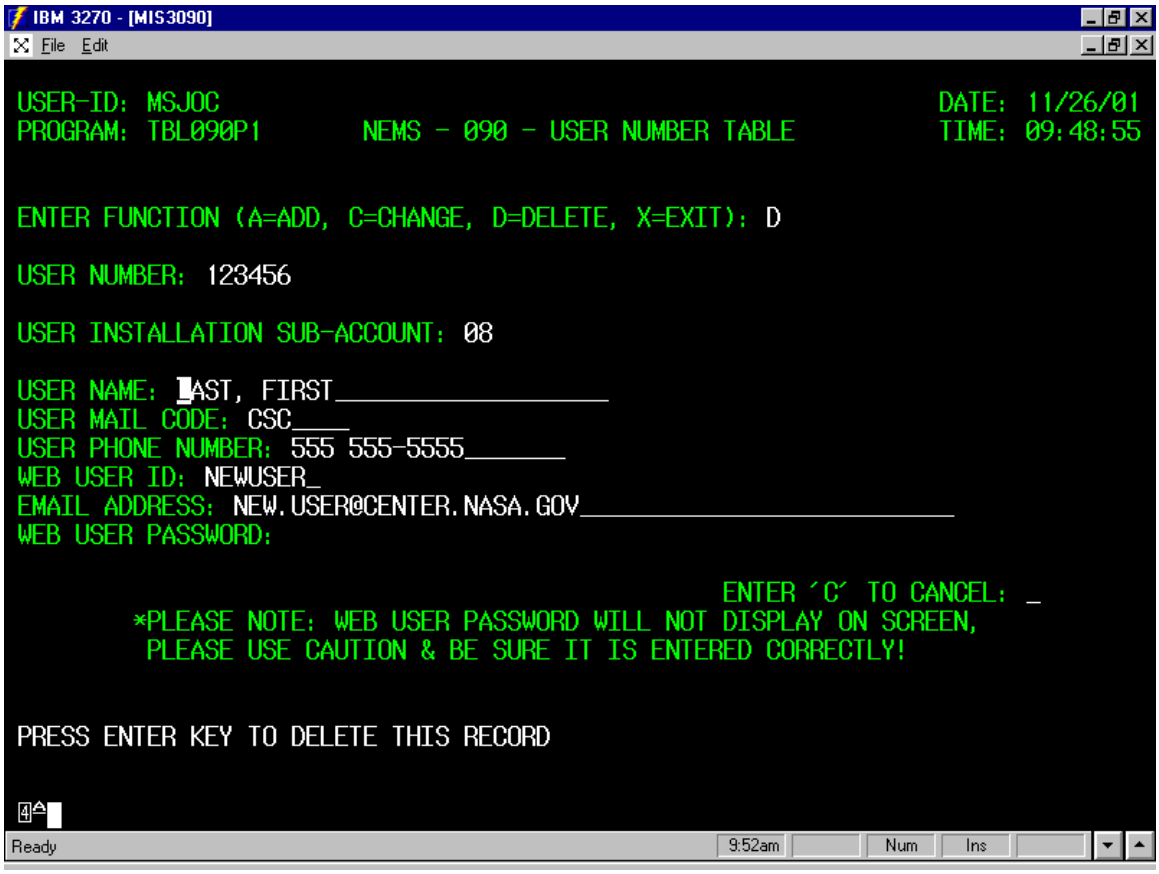
Enter a '**D**' for the Enter Function and an existing User Number on the User Number table screen to access the User Number Table.

This function allows the user to delete an existing User Number. The User Number Table is displayed.



INPUT DATA

- Enter Function — input value = **D**
- User Number — required
- Press **<Enter>**.
  This results in the display of additional information for a User Number. This information is displayed to verify that this is the correct User Number to be deleted.



INPUT DATA

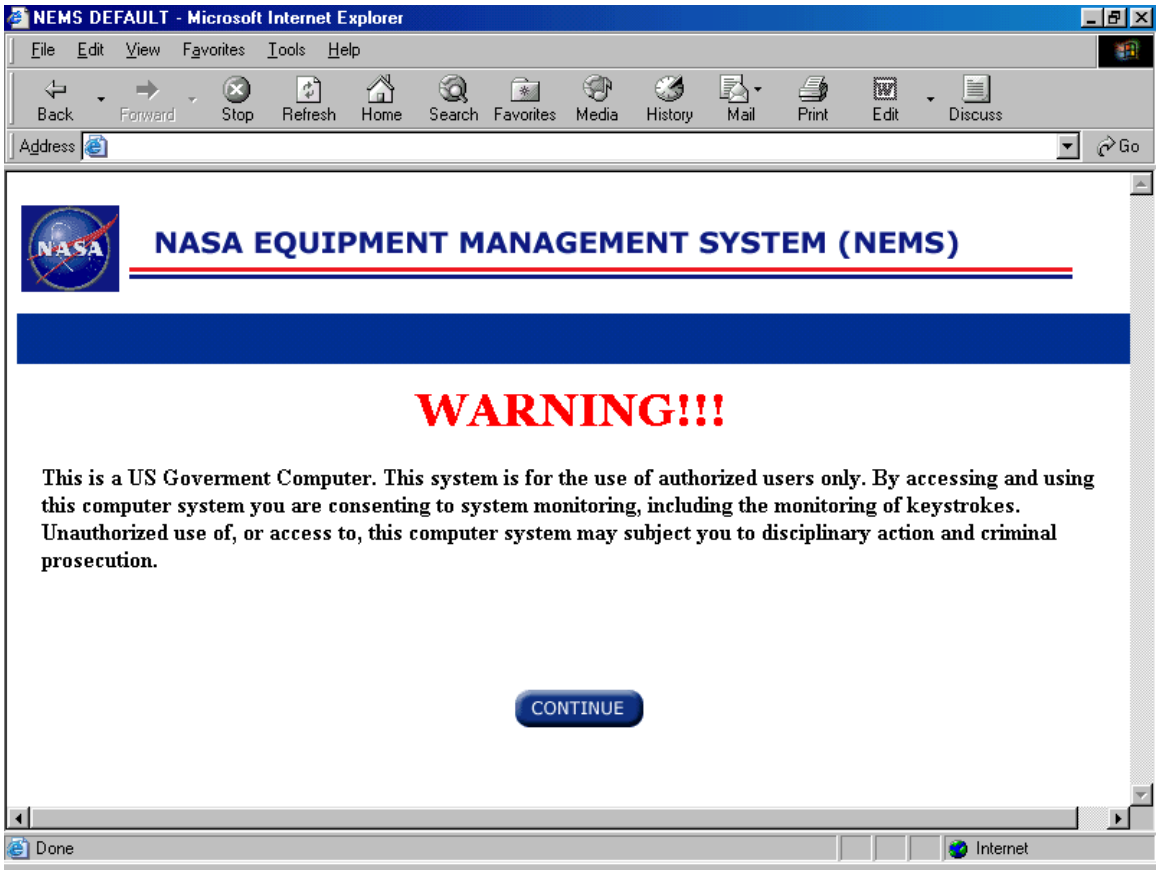
- To process the delete request.
  - Press **<Enter>**.
    This results in the display of the message 'Previous Record Successfully Deleted' and returns to the User Number Table screen.

- To cancel the delete request.
  - Enter '**C**' in the Enter 'C' to Cancel.
  - Press **<Enter>**.
    This results in the display of the message 'Previous Activity Has Been Cancelled' and returns to the User Number Table screen.

3. NEMS WEB PROCESSING

3.1 WARNING SCREEN

Upon invoking the NEMS Web application, the Logon Warning screen appears (as shown below). This screen is displayed to warn unauthorized users of disciplinary action and criminal prosecution. The required action is to either click on the Continue button or the exit the browser.

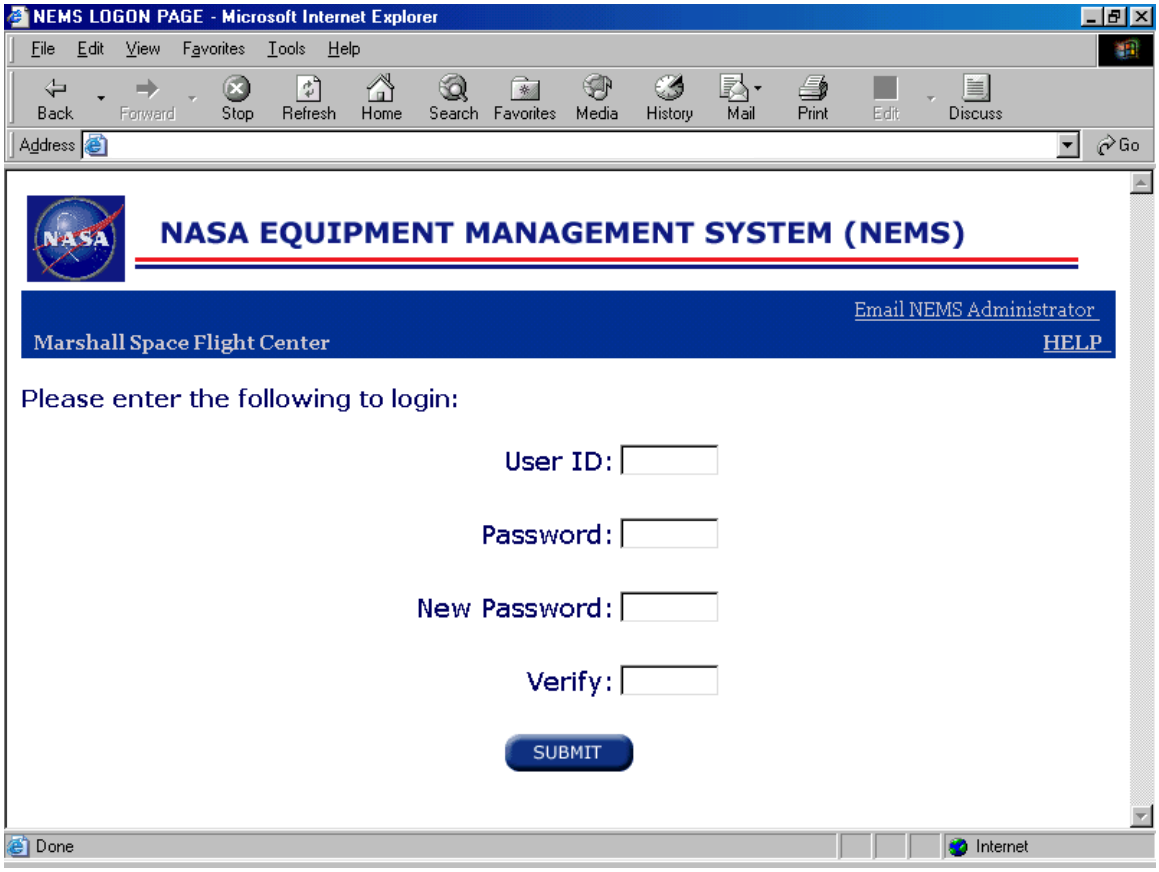


INPUT DATA

- Click the **CONTINUE** Button
  This results in the display of the NEMS Web Logon screen.
- Exit browser to **CANCEL**

3.2 NEMS WEB LOGON SCREEN

The NEMS Web Logon screen prompts the user for entry of their Custodian or User ID and Password. The NEMS Web Logon screen also give the custodian/user the opportunity to change their password. The NEMS Web Logon screen is displayed.

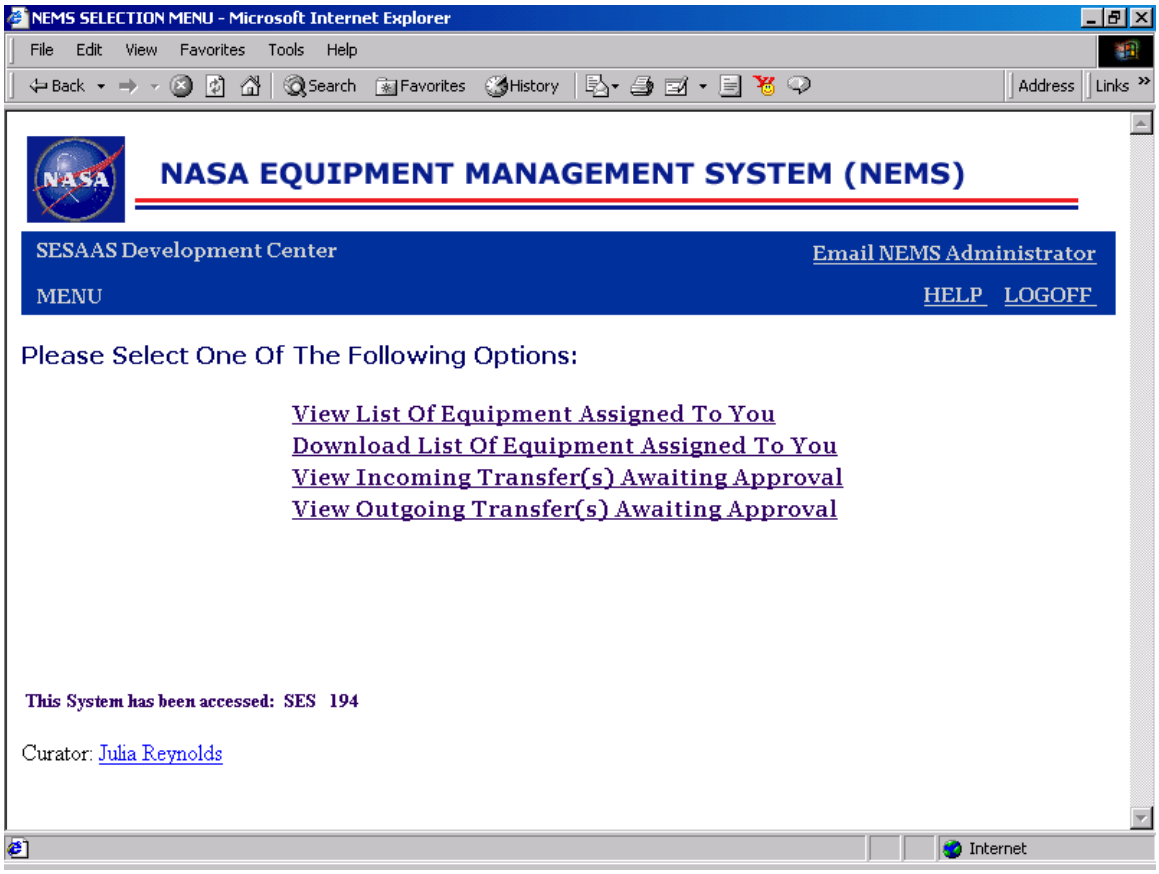


INPUT DATA

- Custodian/User ID — required, must be valid Custodian/User ID
- Password — required, must be valid password
- New Password — optional
- Verify — optional, must match New Password if entered
- Click **SUBMIT** button. Upon verification of the Custodian/User ID and Password, the NEMS Web Menu will be displayed. If the New Password and Verify are entered, upon verification of the Custodian/User ID and Password, the Custodian's/User's password will be updated also.

3.3 NEMS WEB MENU

The NEMS Web Menu displays the selection of system processing functions. The processing functions include Listing Equipment for a Custodian/User, Downloading the List of Custodian's/User's Equipment, Viewing Incoming Transfer(s) Awaiting Approval, and Viewing Outgoing Transfer(s) Awaiting Approval.



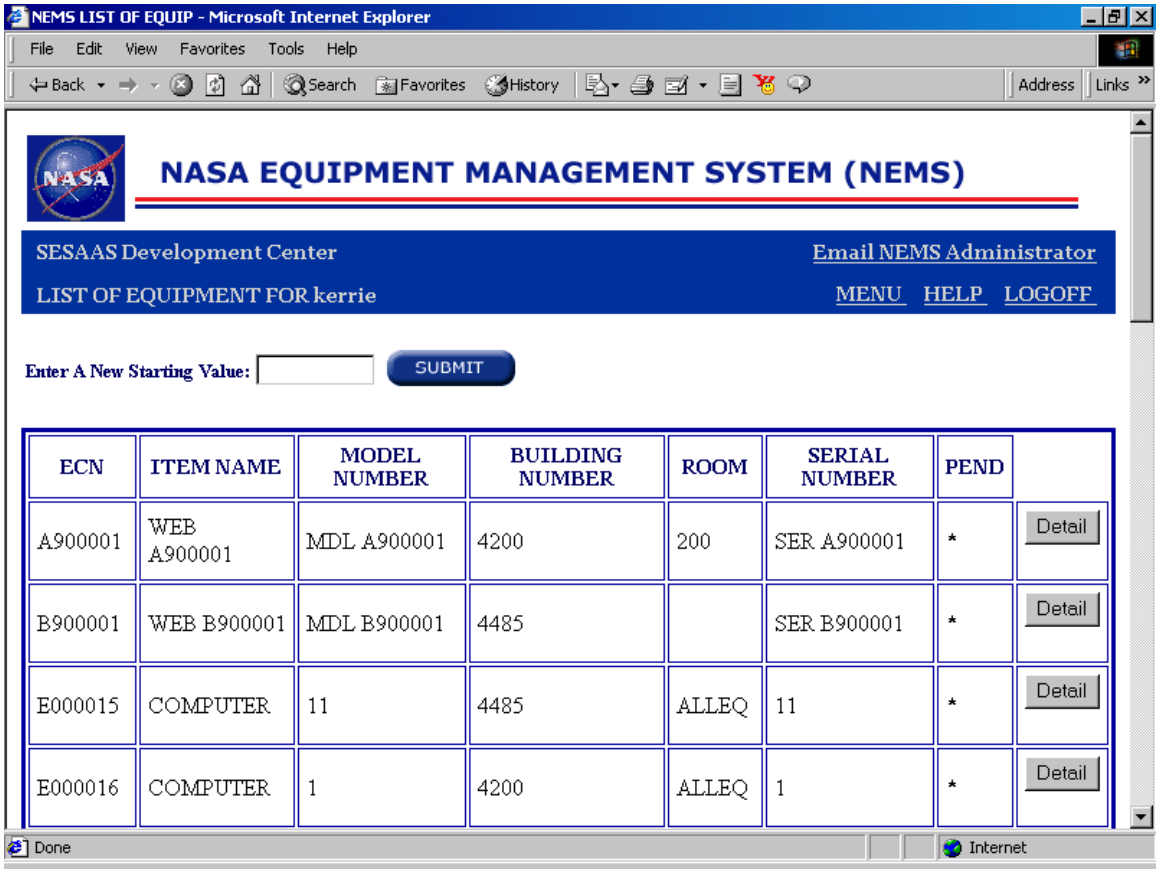
INPUT DATA

- Click on one of the following options:
  - View List of Equipment Assigned To You
  - Download List of Equipment Assigned To You
  - View Incoming Transfer(s) Awaiting Approval
  - View Outgoing Transfer(s) Awaiting Approval

3.3.1 View List Of Equipment Assigned To You

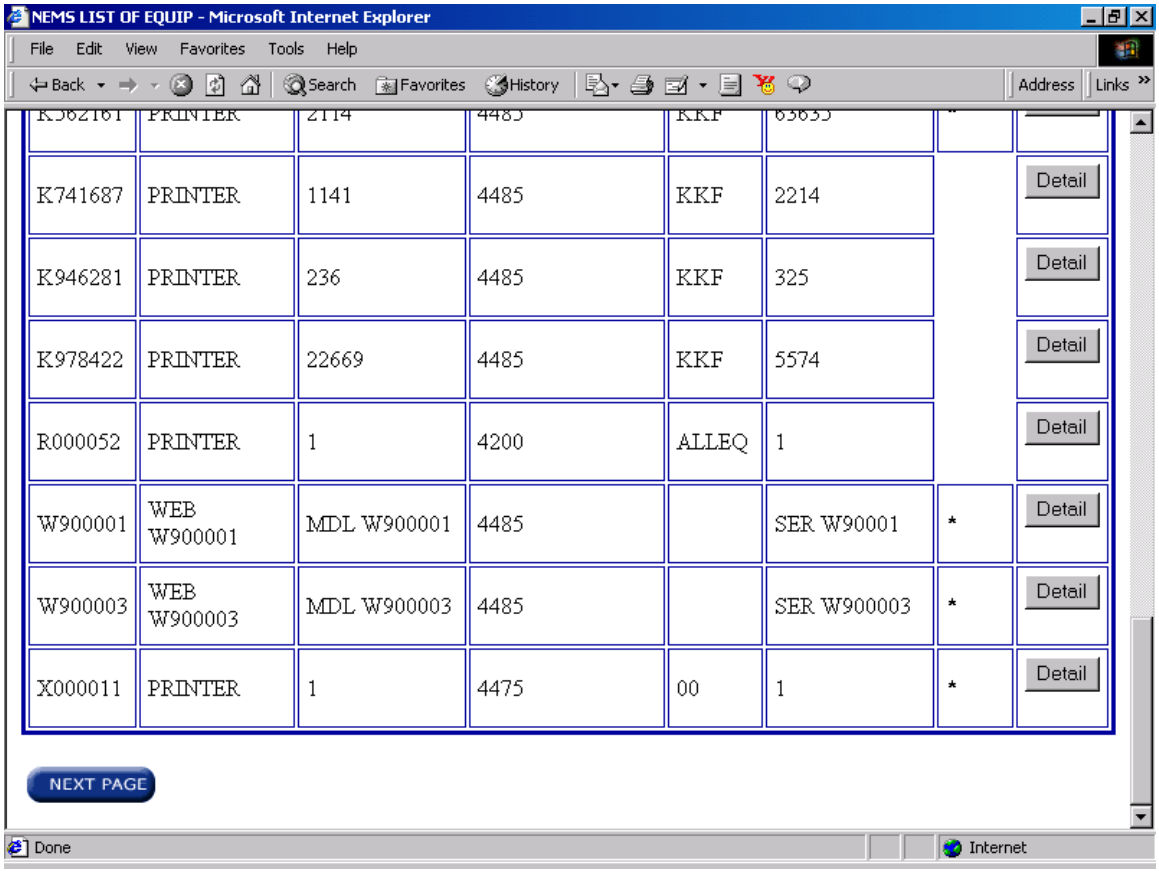
Select View List of Equipment on the NEMS Web Menu to display the list of equipment for the custodian/user.

The ECN, Item Name, Model Number, Building Number, Room, Serial Number, and Pending for each piece of equipment assigned to the custodian/user will be displayed. To see more detail about any piece of equipment or change the custodian/user or location for the piece of equipment, click on the Detail button for that piece of equipment.



3.3.1.1 View List of Equipment Assigned to You – Next Page

Scroll to the bottom of the page. If a custodian/user has more than 25 pieces of equipment then the NEXT PAGE button will be displayed at the end of the equipment list. The custodian/user can display the next page of equipment until all equipment for the custodian/user has been displayed by clicking on the NEXT PAGE button.

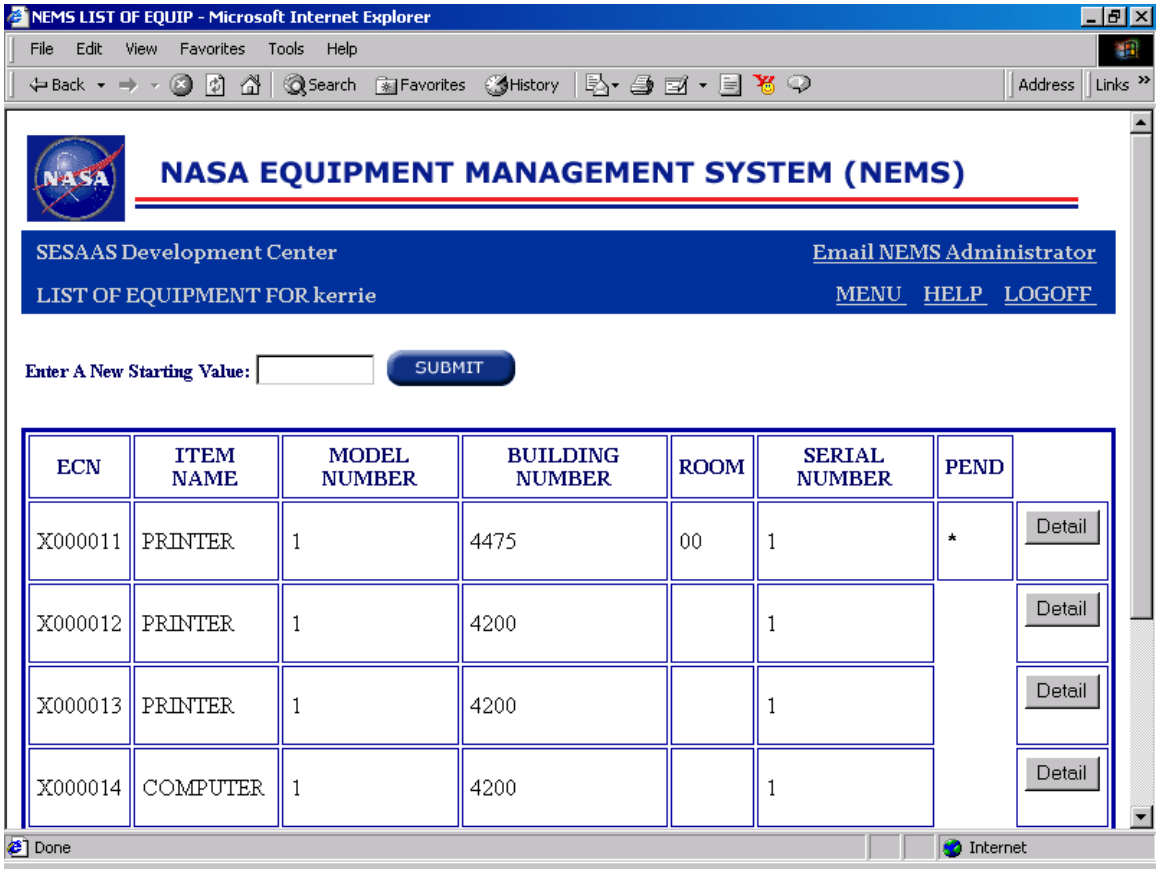


INPUT DATA

- Click **NEXT PAGE** button. The list of equipment displays the next page of equipment for the Custodian/User.

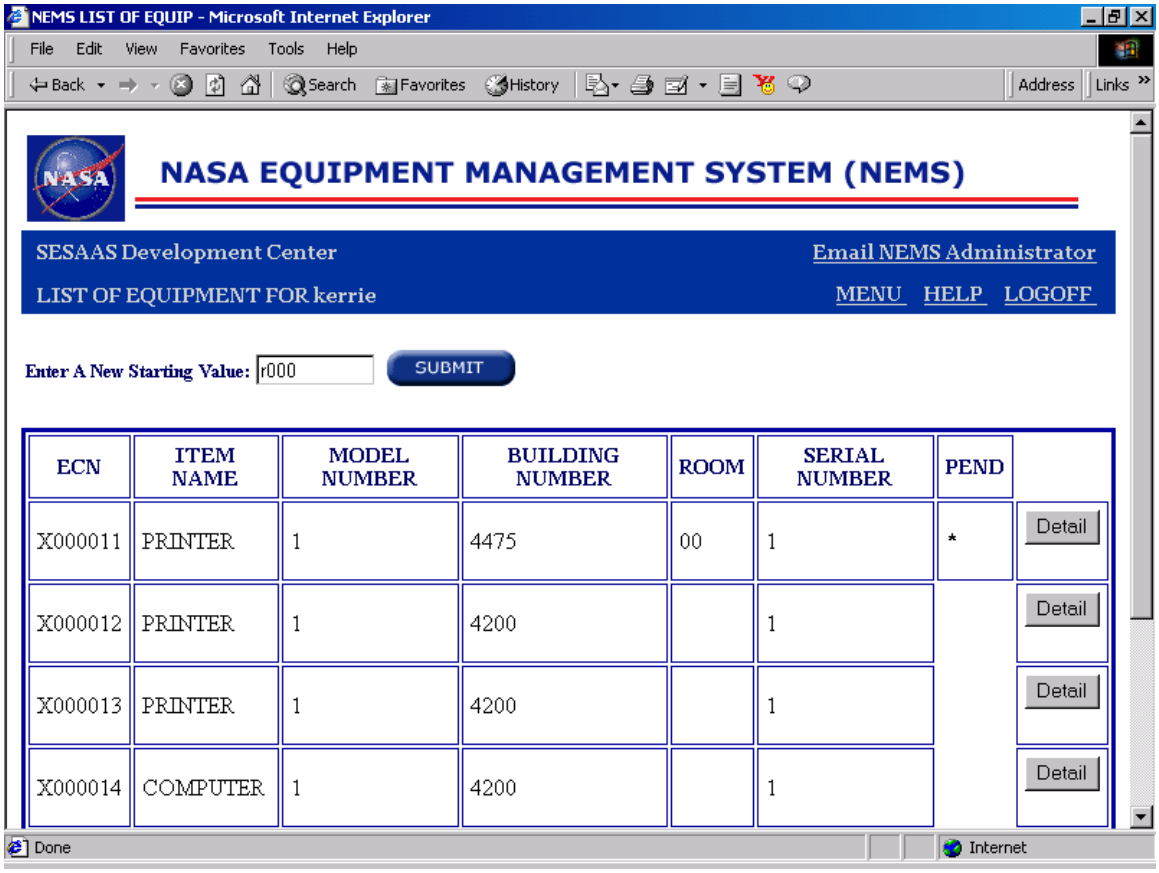
The next page of equipment will be displayed starting with the last ECN from the previous list.

When all the equipment has been displayed, the NEXT PAGE button will disappear.



3.3.1.2 View List of Equipment Assigned to You – New Starting Value

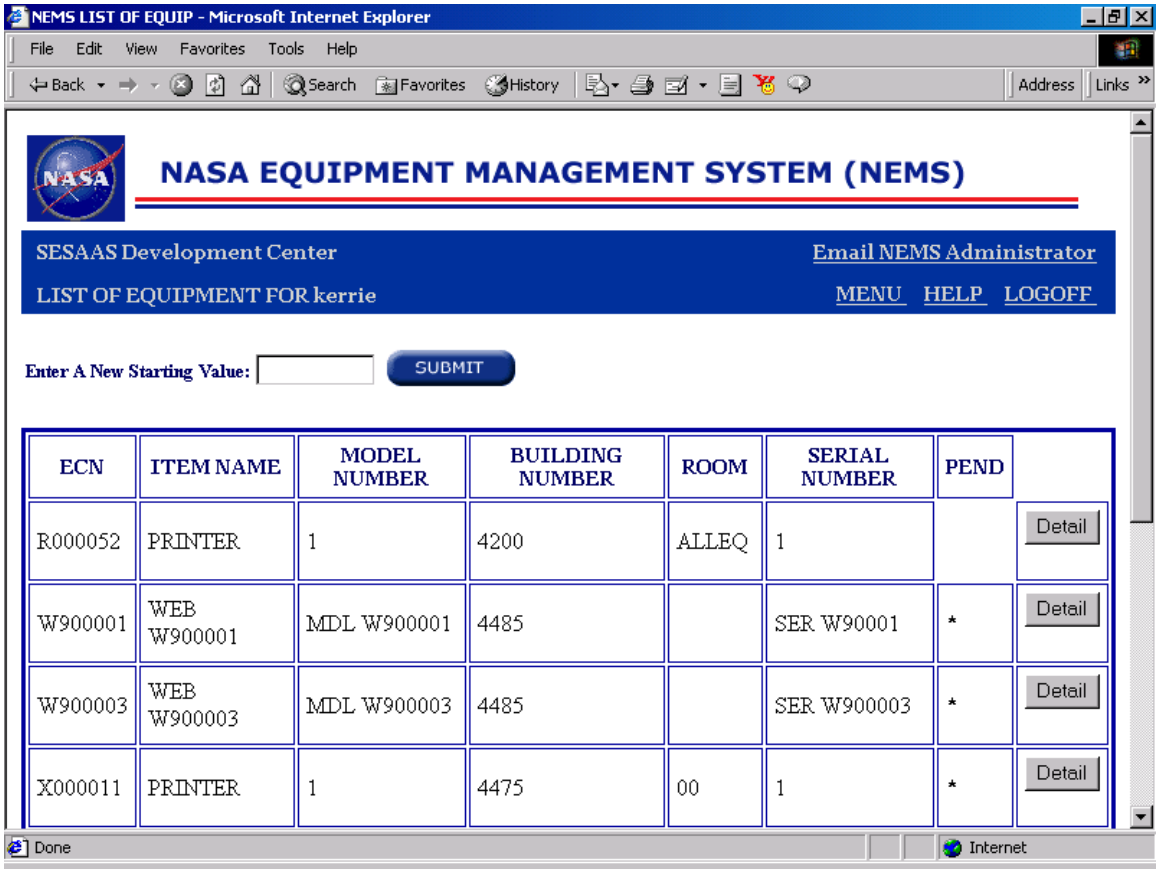
If the custodian/user wants to start the list at a certain point they can enter an ECN or partial ECN to reposition the equipment list to the desired value. The ECN or partial ECN can be entered at the top of the page at Enter A New Starting Value.



INPUT DATA

- Enter a New Starting Value (partial or complete ECN) and Click **SUBMIT** button.

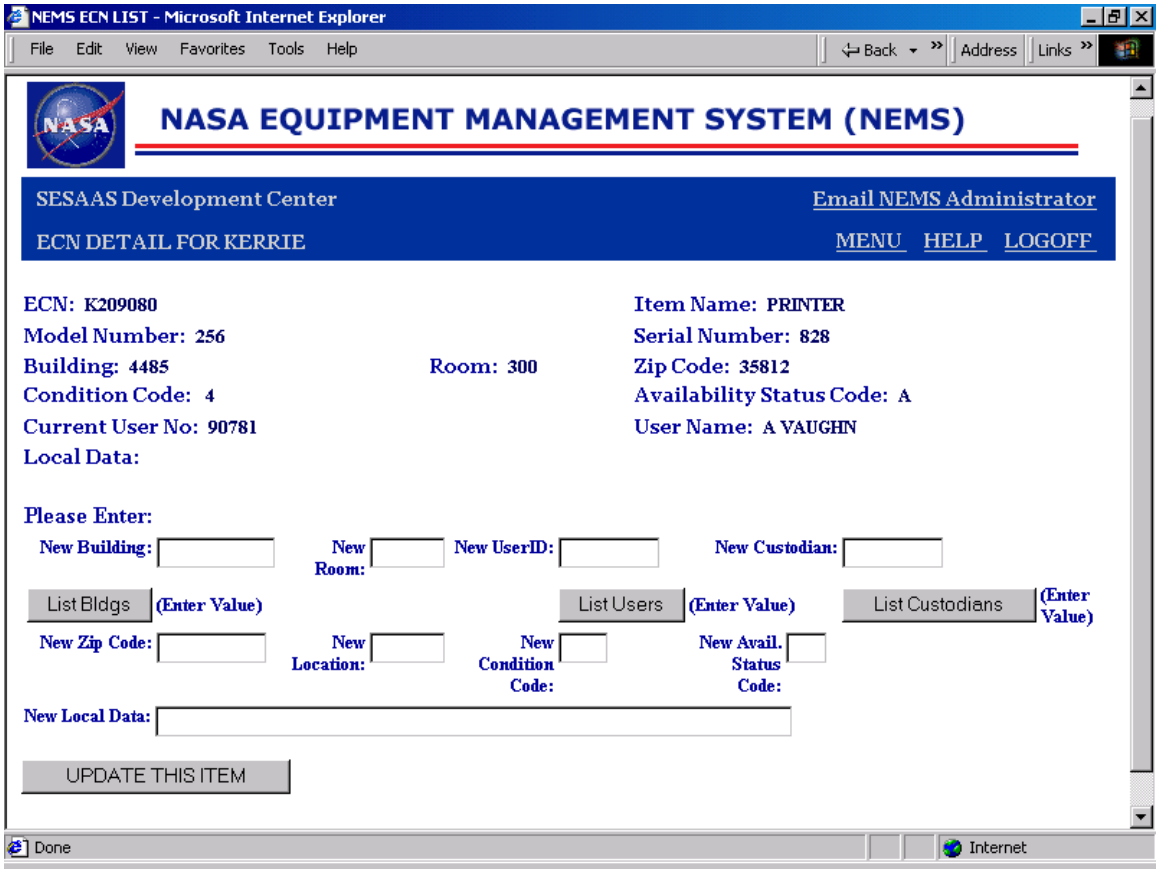
The list of equipment will be displayed starting with the ECN entered or the next ECN when the ECN entered is not available.



3.3.1.3 View List of Equipment Assigned to You – Detail (For Custodian)

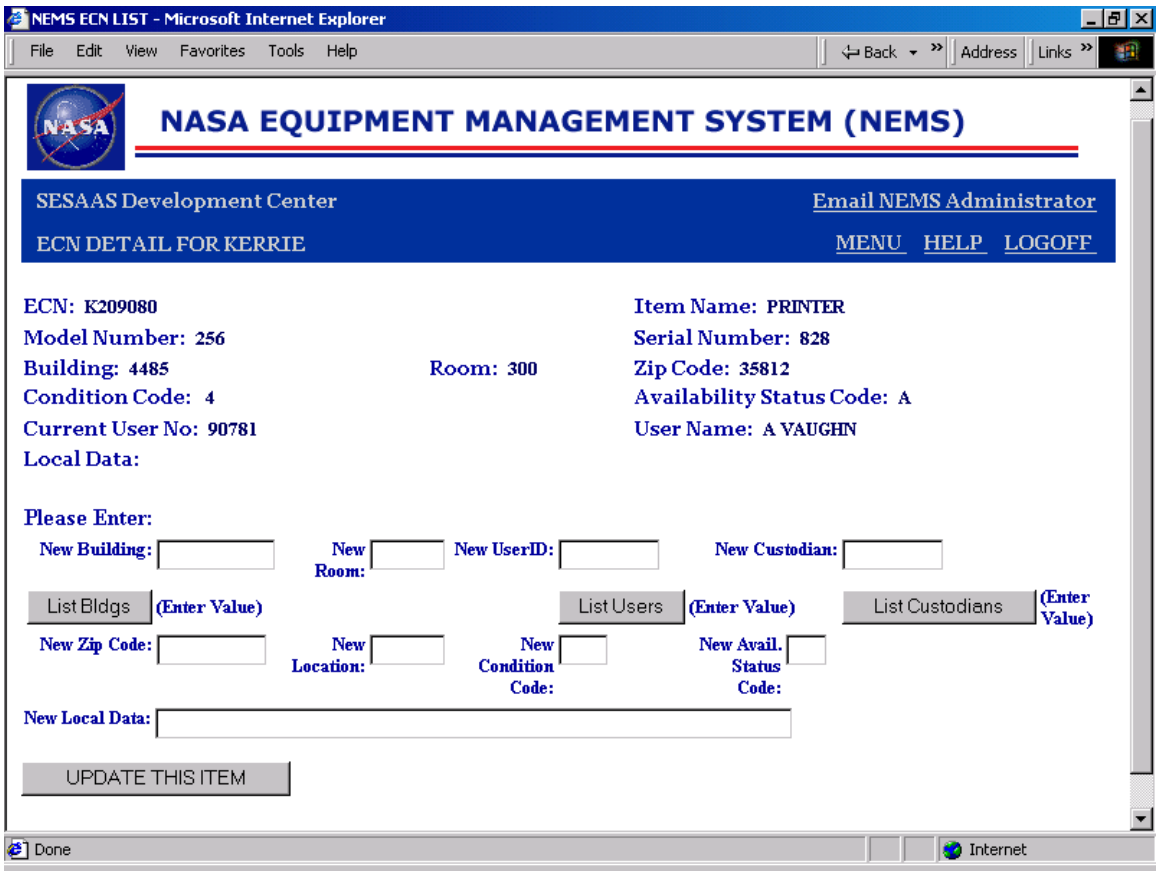
The View List Of Equipment Assigned To You – Detail (Custodian) allows the custodian to see more detail for the selected ECN. The ECN, Item Name, Model Number, Serial Number, Building, Room, Zip Code, Condition Code, Availability Status Code, Current User No, User Name, and Local Data will be displayed. If the item is waiting to be transferred to another custodian or user, the new custodian/user's name will be displayed next to Transfer Pending To.

The custodian has the option to update the following fields: building, room, User, Custodian, zip code*, location*, condition code*, availability status code*, and local data*. (* - these fields are optional for each center) The following are the transactions that can be performed: W26 (Custodian Change), W29 (Equipment Location Change), and W31 (User Change).



3.3.1.3.1 Custodian Change (W26)

The Custodian change (W26) transaction allows a custodian to transfer a piece of equipment to another custodian. The following fields are valid to change for a custodian change: building, room, user, custodian, zip code, location, condition code, availability status code, and local data. This transfer is dependent of the new custodian accepting the transfer.



INPUT DATA

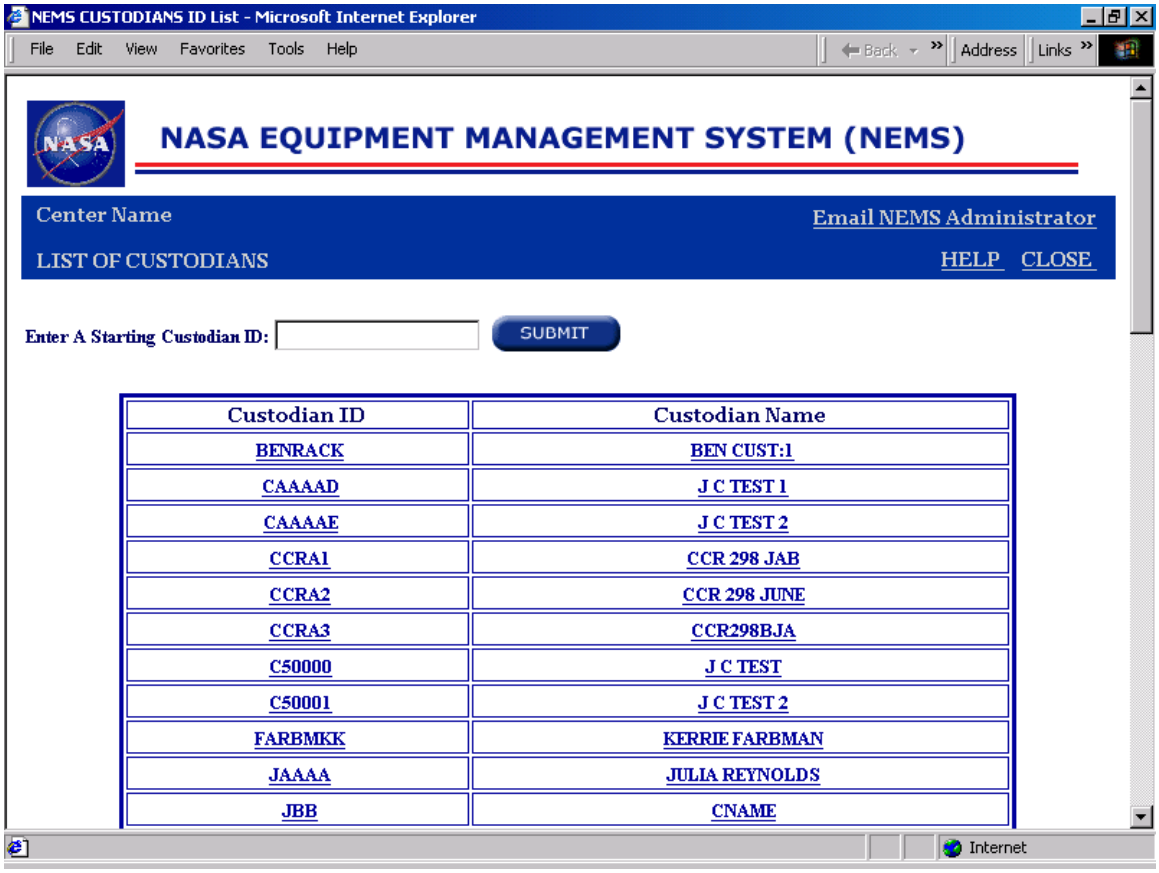
- New Building — Optional for W26 (must be on NEMS table 102).
- New Room — Optional for W26
- New User ID — Optional for W26 (Must be on NEMS Table 090)
- New Custodian — Required for W26 (Must be on NEMS Table 078)
- New Zip Code — Optional for W26
- New Location — Optional for W26
- New Condition Code — Optional for W26 (Must be on NEMS Table 510)
- New Avail Status Code — Optional for W26 (Must be on NEMS

Table 410)

- New Local Data Optional for W26
- Click on the **List Custodians** button, if the custodian account number is not known. A list of custodians from NEMS table 078 will be displayed. If a value is entered in the New Custodian field, the list will start from that value.

3.3.1.3.1.1 List Custodians

The List Custodians screen will display the custodians in NEMS table 078. Up to 50 custodians can be displayed at one time. The custodian will have the opportunity to enter a custodian number from which to start the list of custodians.



3.3.1.3.1.1.1 List Custodians – Next Page

The **NEXT PAGE** button will be displayed at the end of each page when more custodians remain to be displayed.

INPUT DATA

- If the custodian clicks on the **NEXT PAGE** button, the list of custodians will be redisplayed starting with the last custodian from the previous page.

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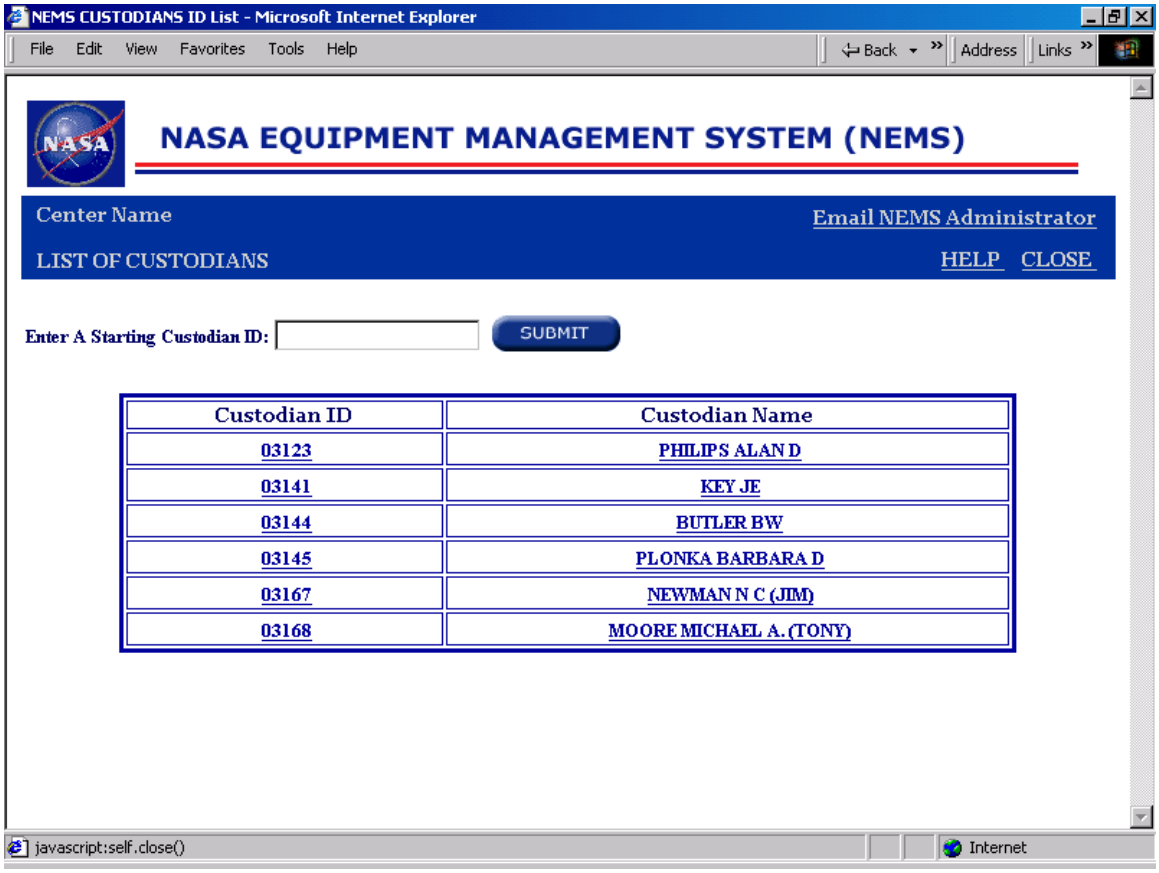
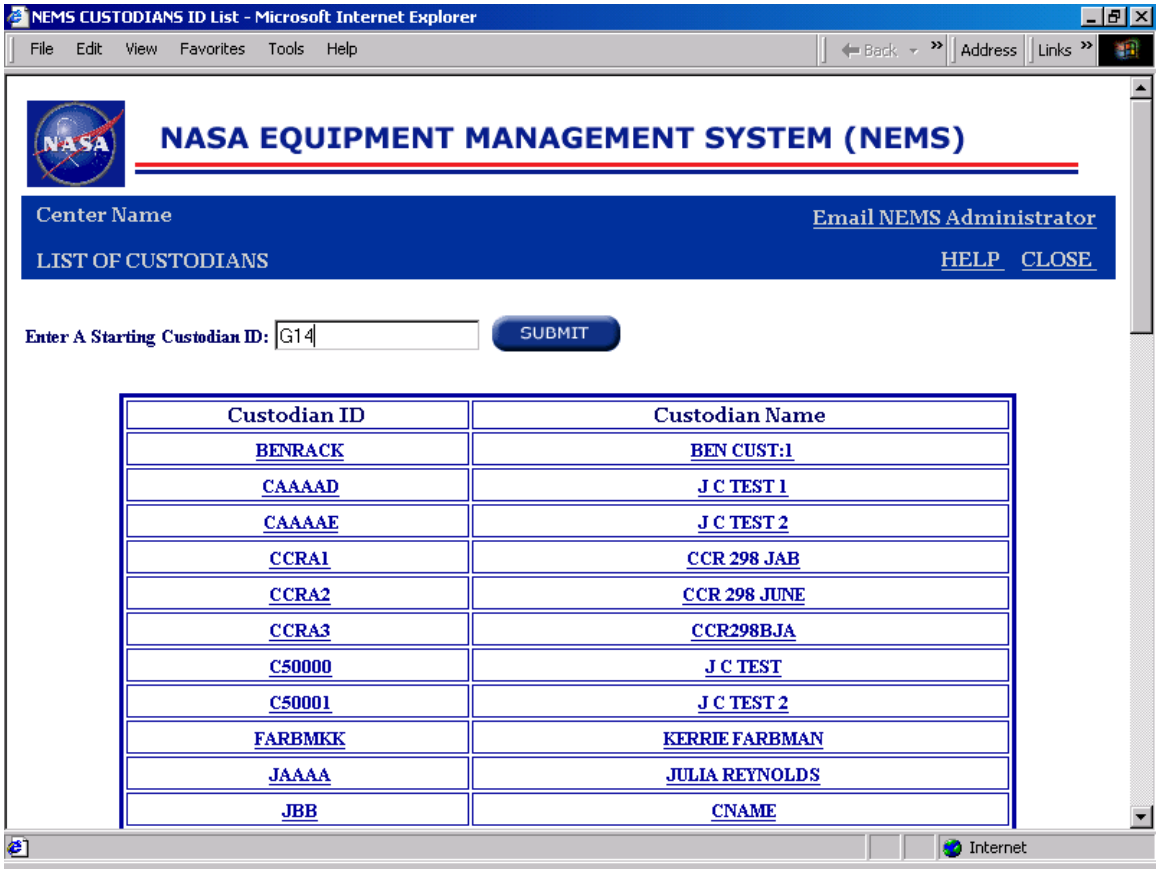

NEMS CUSTODIANS ID List - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Address Links
NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)
Center Name
Email NEMS Administrator
LIST OF CUSTODIANS
HELP CLOSE
Enter A Starting Custodian ID:
SUBMIT
Custodian ID
Custodian Name
03123
PHILIPS ALAN D
03141
KEY JE
03144
BUTLER BW
03145
PLONKA BARBARA D
03167
NEWMAN N C (JIM)
03168
MOORE MICHAEL A. (TONY)
javascript:self.close()
Internet

3.3.1.3.1.1.2 List Custodians – New Starting Value

The list of custodians will be redisplayed starting with the custodian account number (or partial custodian account number) entered in the New Starting Value field.



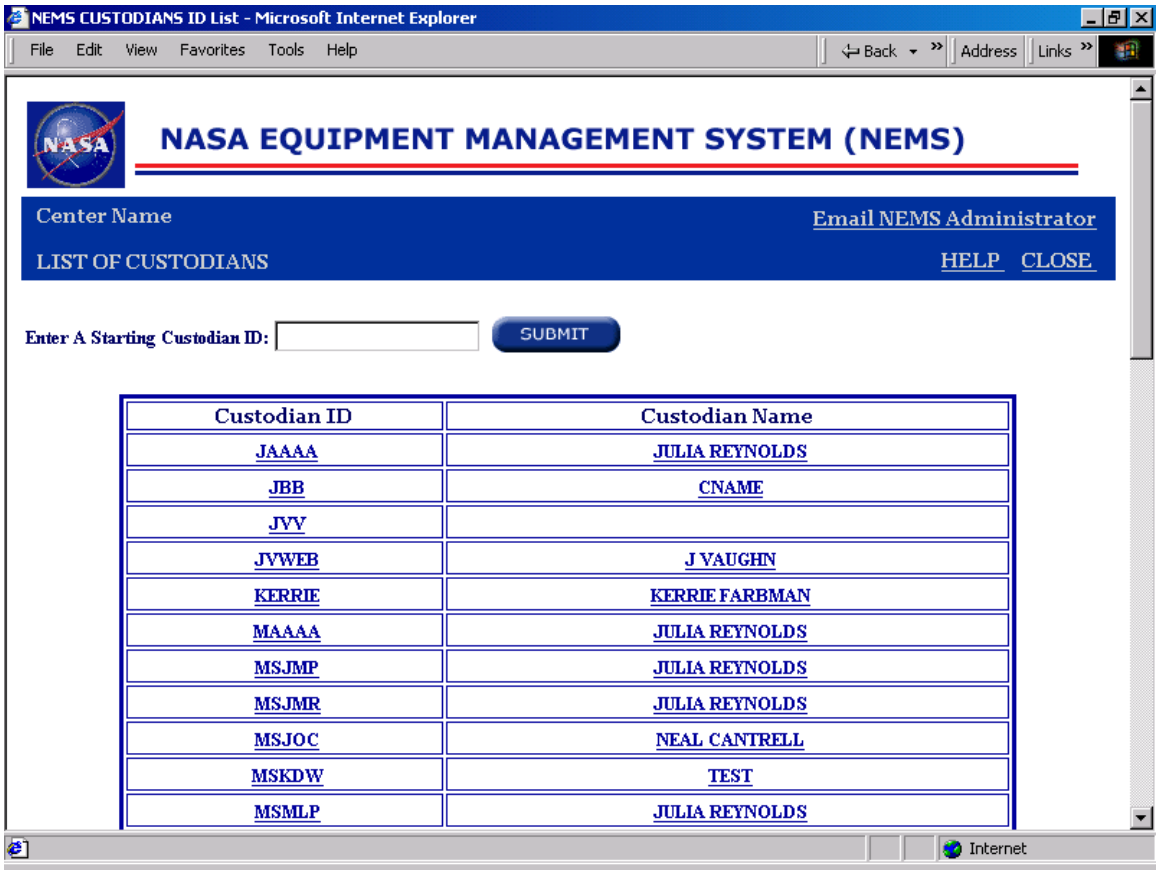
T

INPUT DATA

- Enter A New Starting Value and click **SUBMIT** button. The list of custodian accounts from NEMS table 078 will be displayed starting with that custodian account entered or with the next custodian account if that one is not available.

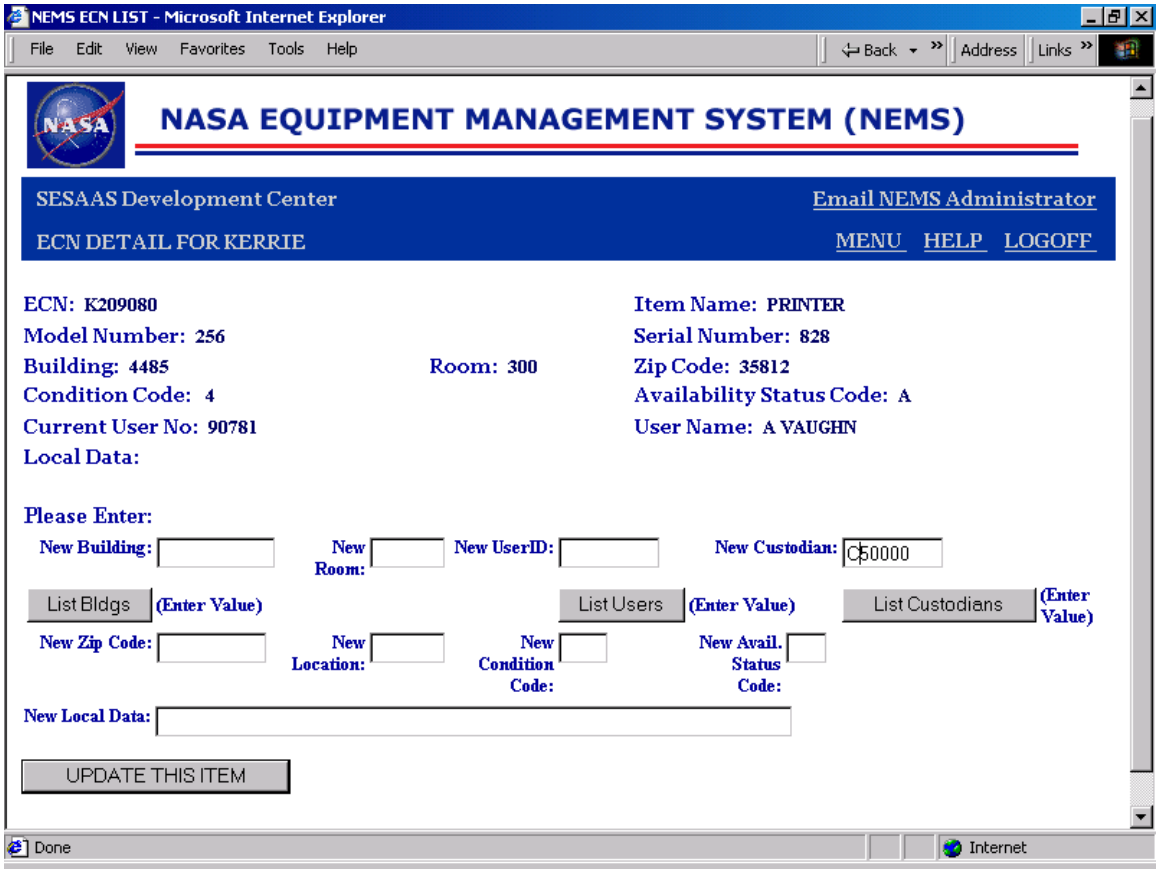
3.3.1.3.1.1.3 List Custodians – Selection

To select a new custodian for the ECN, click on the custodian ID or name.



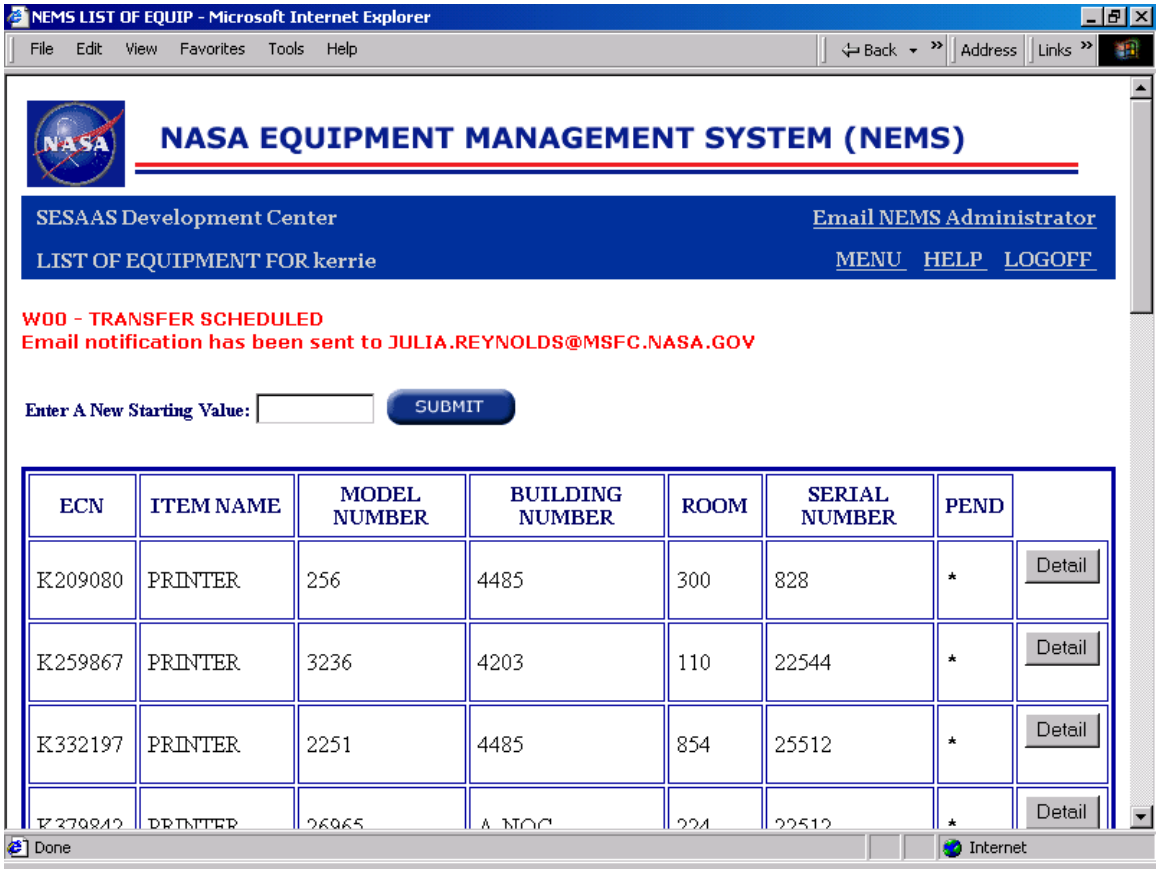
INPUT DATA

- Click on **Custodian ID** or **Custodian Name**.
  The custodian account number will be passed back to the List of Equipment screen in the New Custodian field.



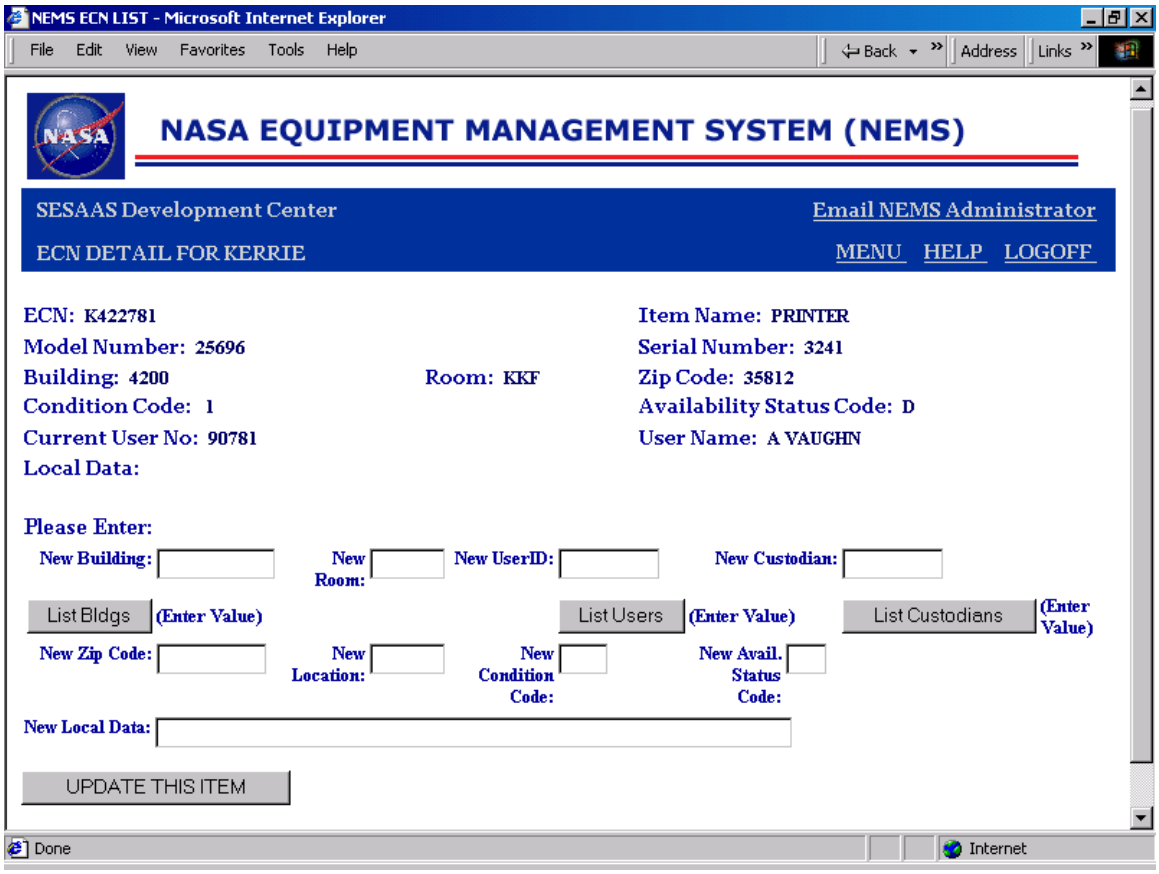
INPUT DATA

- Click **UPDATE THIS ITEM** button.
  Upon validation of the New Custodian, the custodian field is updated. If the other valid fields were entered, they will also be verified and updated. The list of equipment is redisplayed with a message indicating that the ECN was changed. Also an email is sent to the new custodian stating that the equipment is being transferred to them.


NEMS LIST OF EQUIP - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Address Links
NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)
SESAAS Development Center
Email NEMS Administrator
LIST OF EQUIPMENT FOR kerrie
MENU HELP LOGOFF
W00 - TRANSFER SCHEDULED
Email notification has been sent to JULIA.REYNOLDS@MSFC.NASA.GOV
Enter A New Starting Value:
SUBMIT
ECN
ITEM NAME
MODEL NUMBER
BUILDING NUMBER
ROOM
SERIAL NUMBER
PEND
K209080
PRINTER
256
4485
300
828
*
Detail
K259867
PRINTER
3236
4203
110
22544
*
Detail
K332197
PRINTER
2251
4485
854
25512
*
Detail
Done
Internet

3.3.1.3.2 Equipment Location Change (W29)

The Equipment Location Change (W29) transaction allows a user to update the location information for a piece of equipment. The following are valid fields for the Equipment Location Change: building, room, zip code, and location.



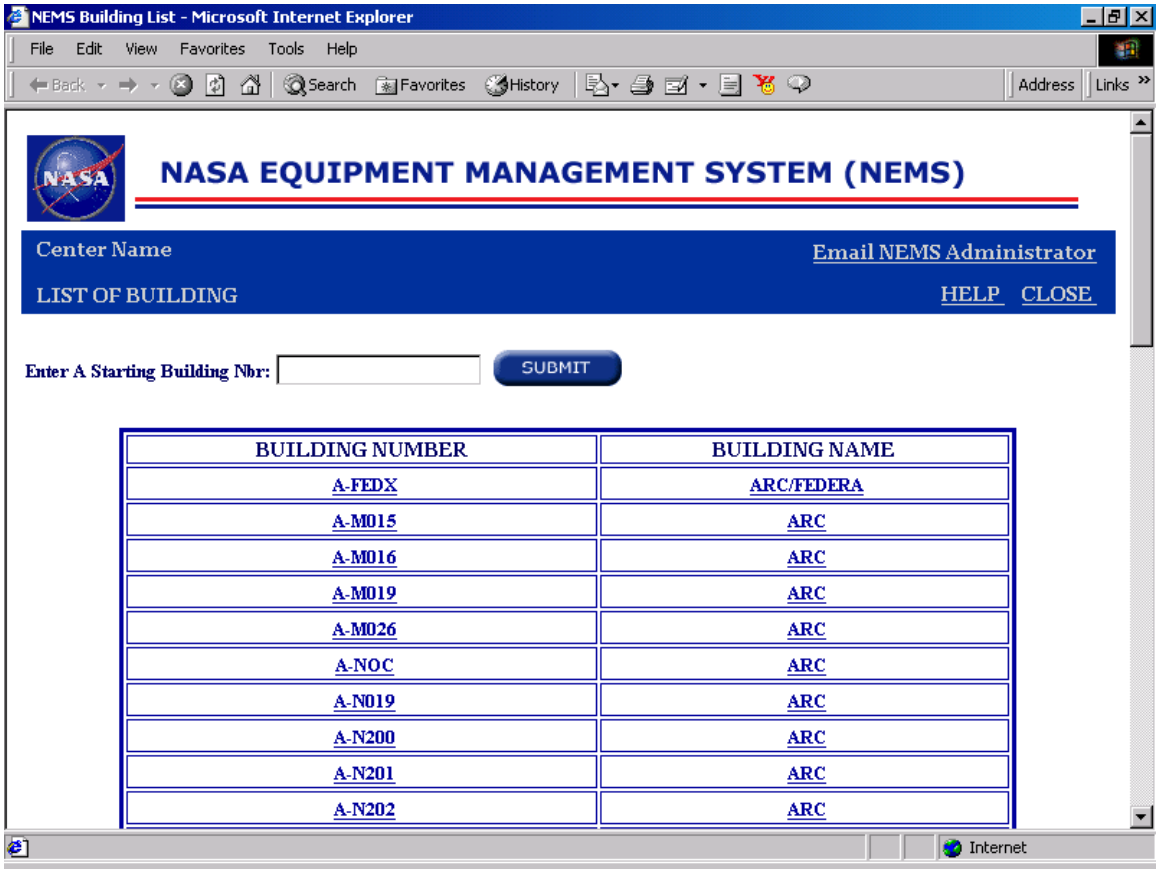
INPUT DATA

- New Building — Optional for transaction W29 (must be on NEMS table 102)
- New Room — Optional for transaction W29 (must enter a building if entering a room)
- New User ID — Must not be entered for transaction W29
- New Custodian — Must not be entered for transaction W29
- New Zip Code — Optional for transaction W29
- New Location — Optional for transaction W29
- New Condition Code — Must not be entered for transaction W29
- New Avail Status Code — Must not be entered for transaction W29
- New Local Data — Must not be entered for transaction W29
- Click on the **List Bldgs** button, if the building number is not known.

A list of buildings from NEMS table 102 will be displayed. If a value is entered in the New Building field the list will start from that value.

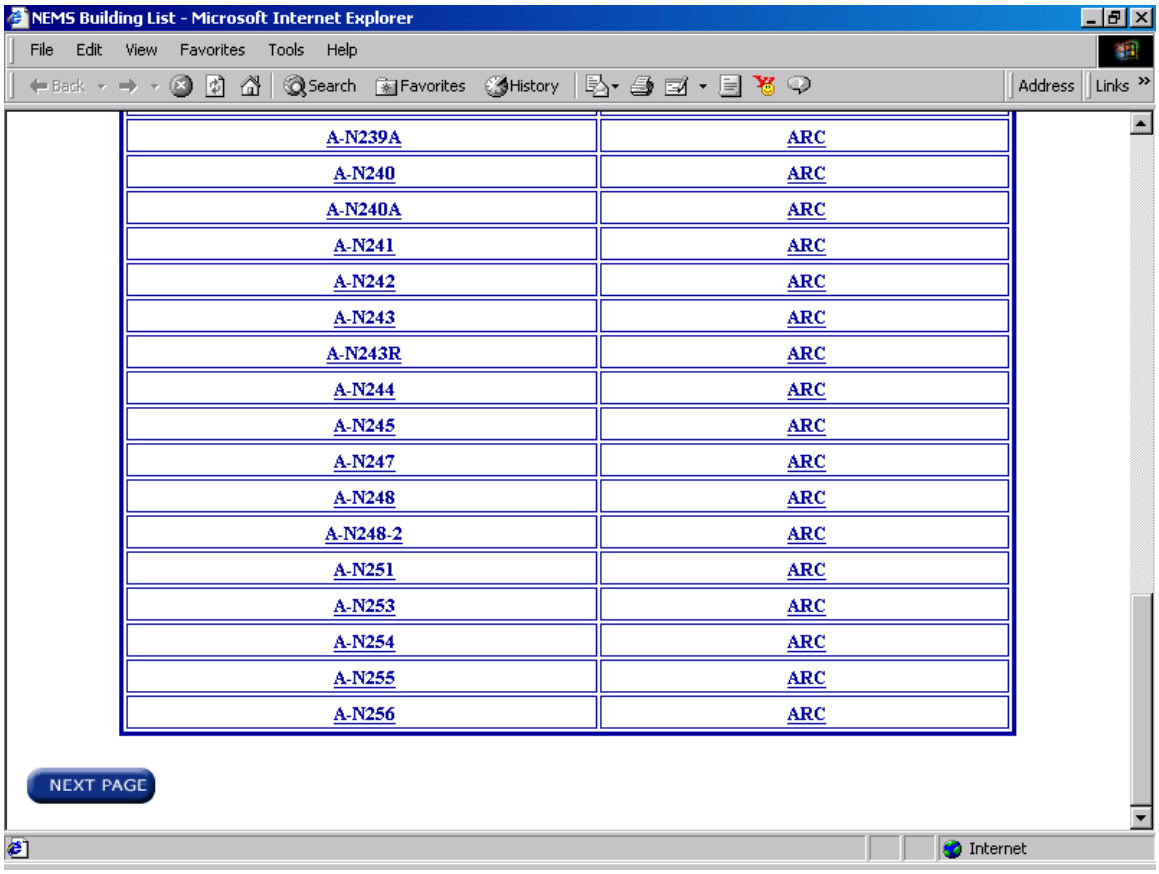
3.3.1.3.2.1 List Buildings

The List Buildings screen will display the buildings in NEMS table 102. Up to 50 buildings can be displayed at one time. The user will have the opportunity to enter a building from which to start the list of buildings.



3.3.1.3.2.1.1 List Buildings – Next Page

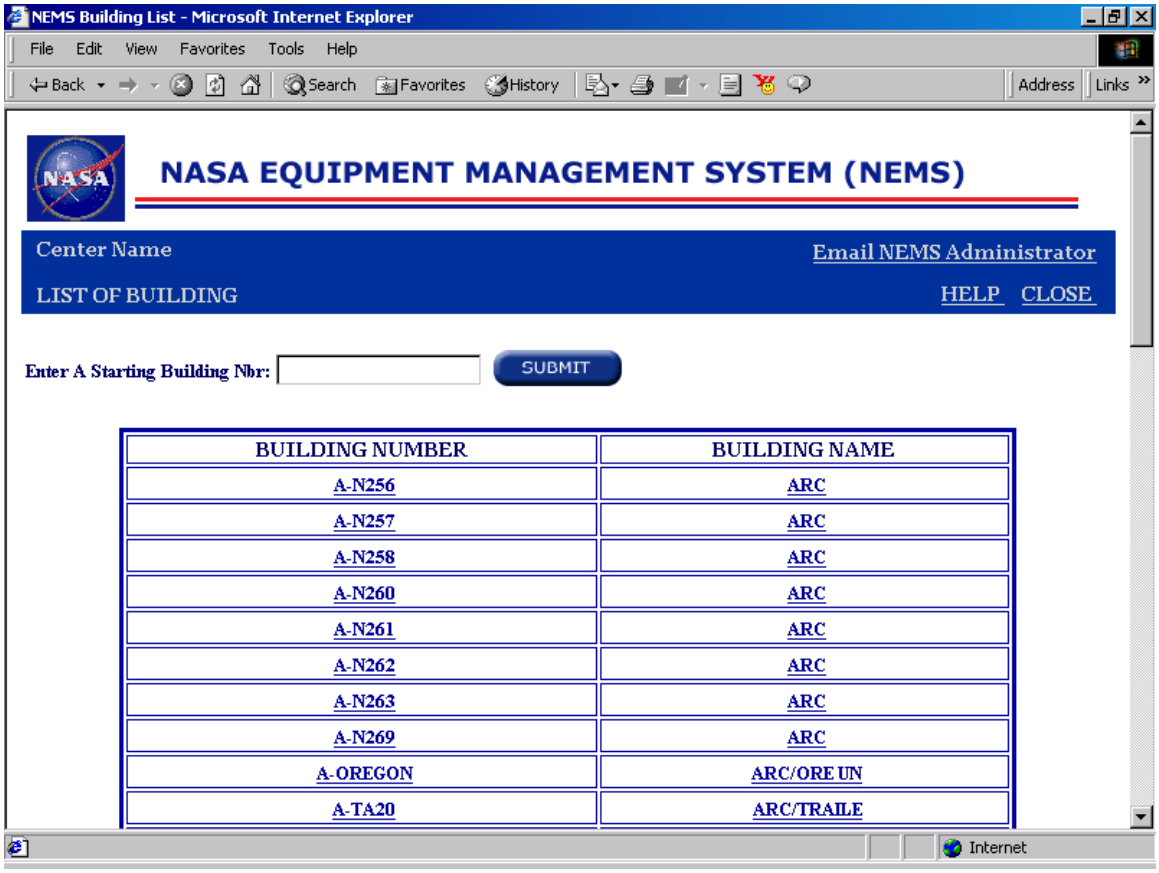
The **NEXT PAGE** button will be displayed at the end of each page when more buildings remain to be displayed.



INPUT DATA

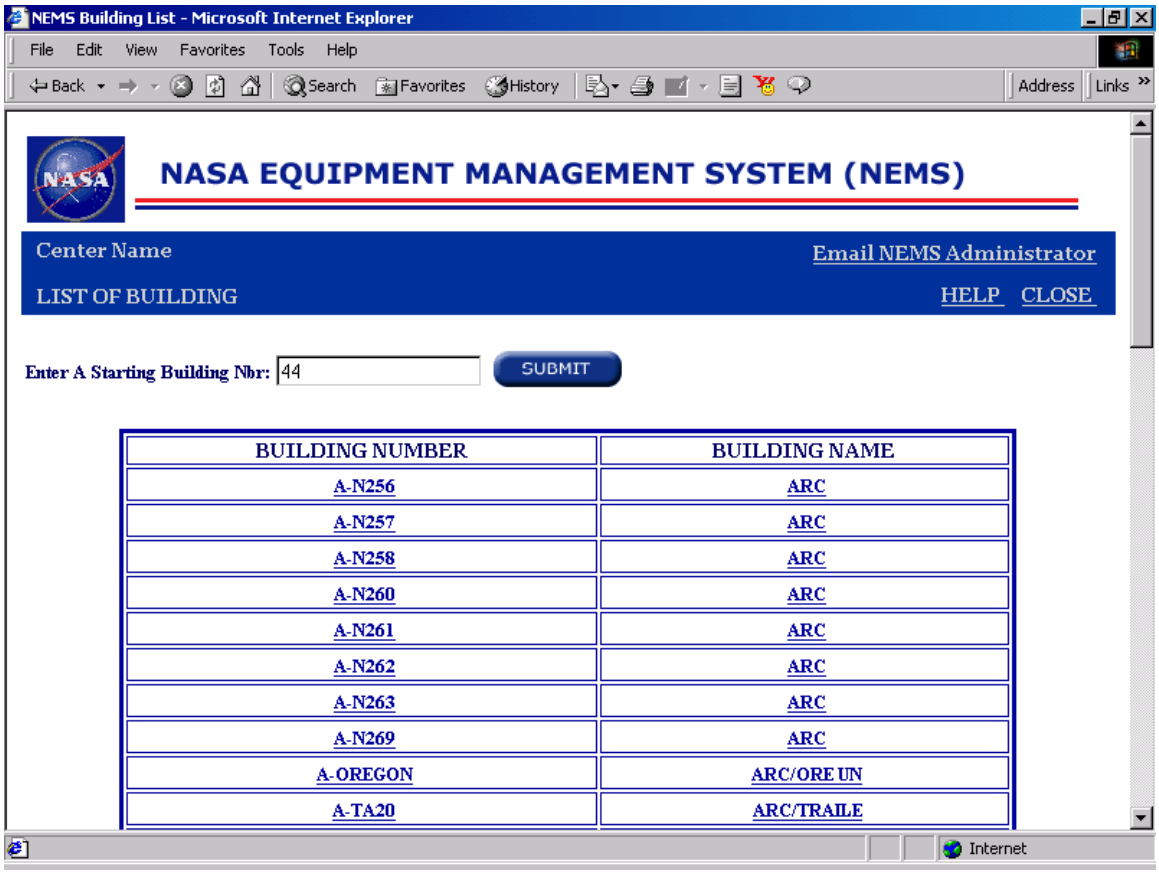
- If the user clicks on the **NEXT PAGE** button, the list of buildings will be redisplayed starting with the last building from the previous page.

.


NEMS Building List - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites History Address Links
NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)
Center Name
Email NEMS Administrator
LIST OF BUILDING
HELP CLOSE
Enter A Starting Building Nbr:
SUBMIT
BUILDING NUMBER
BUILDING NAME
A-N256
ARC
A-N257
ARC
A-N258
ARC
A-N260
ARC
A-N261
ARC
A-N262
ARC
A-N263
ARC
A-N269
ARC
A-OREGON
ARC/ORE UN
A-TA20
ARC/TRAILE
Internet

3.3.1.3.2.1.2 List Buildings – New Starting Value

The list of buildings will be redisplayed starting with the building number (or partial building number) entered in the New Starting Value field.

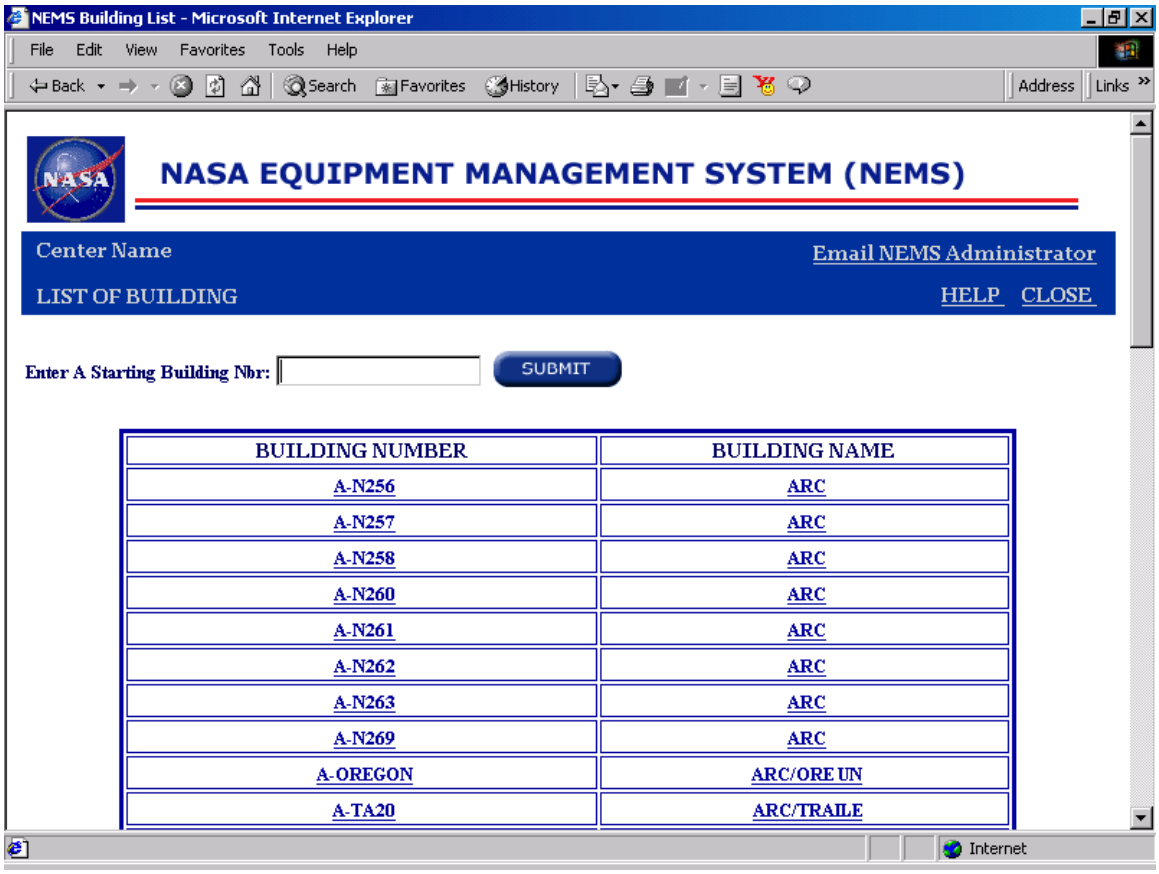


INPUT DATA

- Enter A New Starting Value and click **SUBMIT** button. The list of buildings from NEMS table 102 will be displayed starting with that building entered or with the next building if that one is not available.

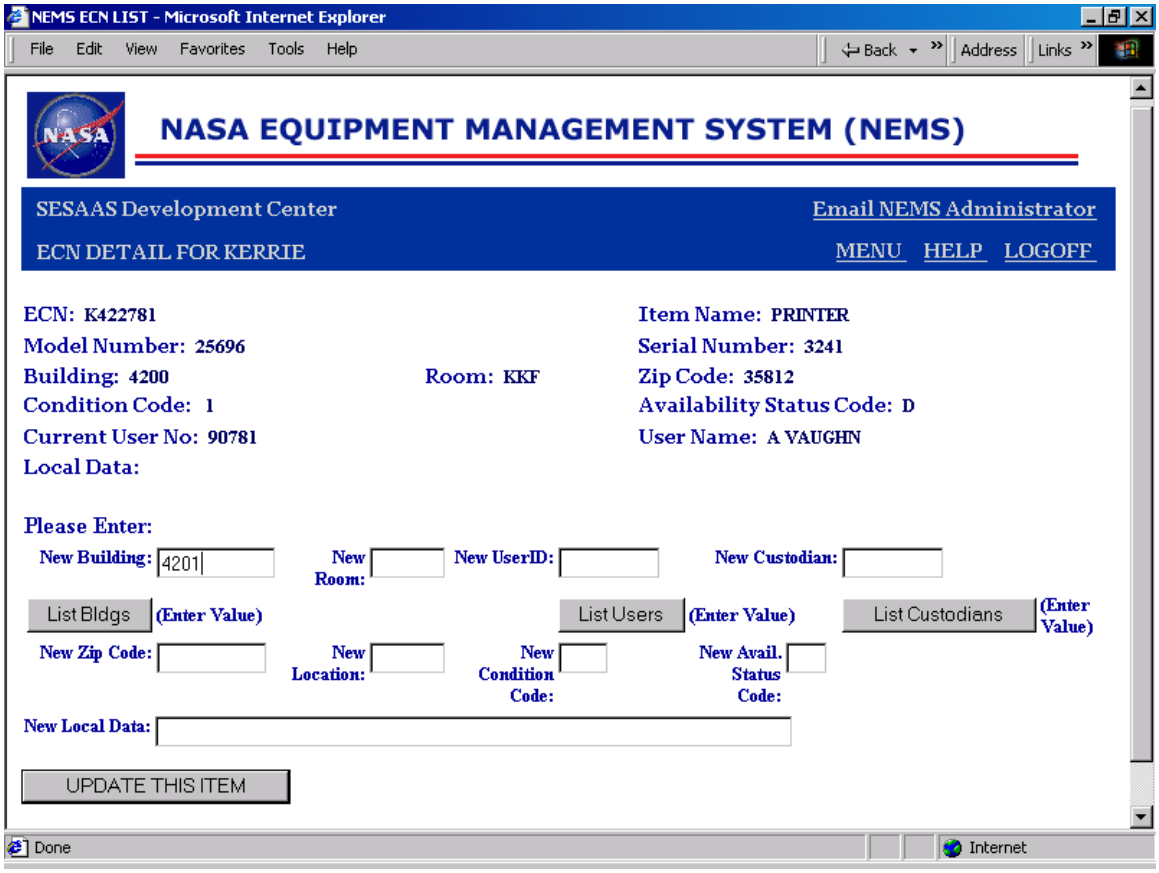
3.3.1.3.2.1.3 List Buildings – Selection

To select a new building for the ECN, click on the building.



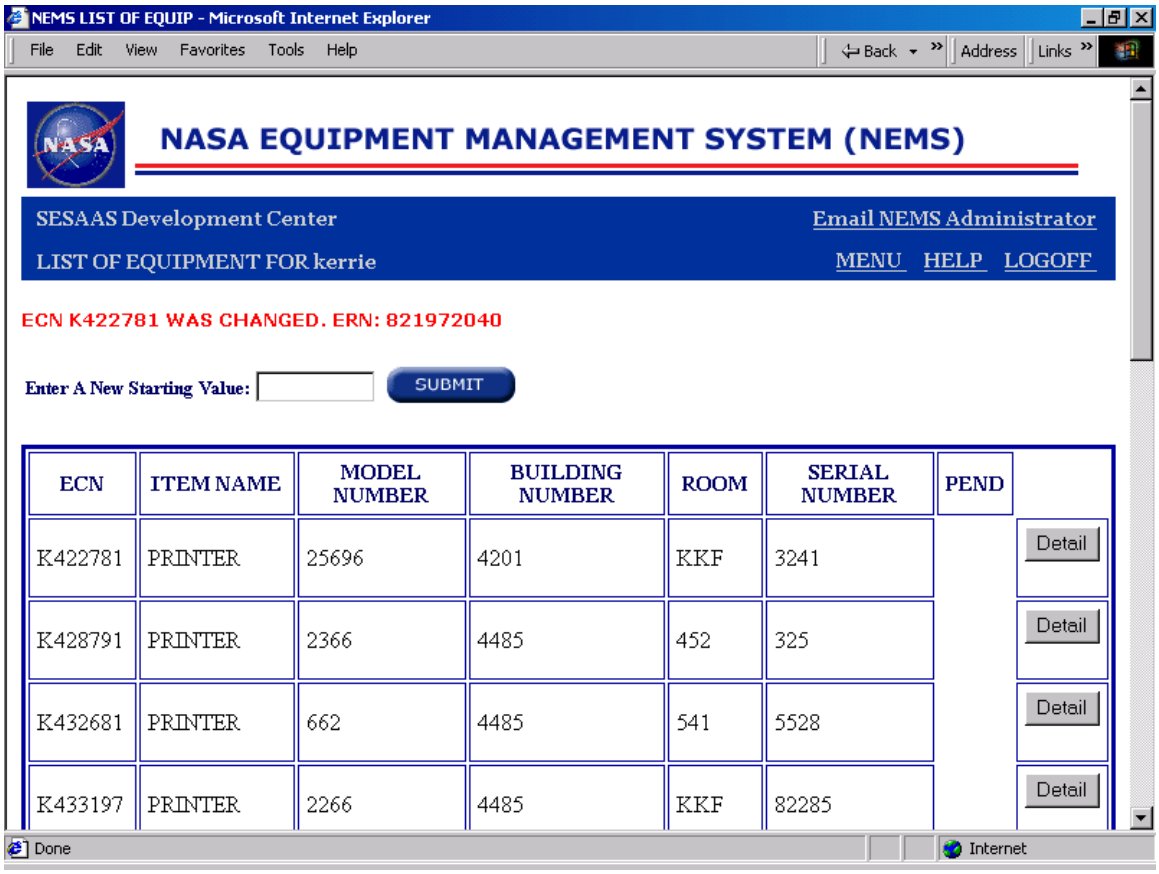
INPUT DATA

- Click on **Building Number** or **Building Name**.
  The building number will be passed back to the List of Equipment screen in the New Building field.



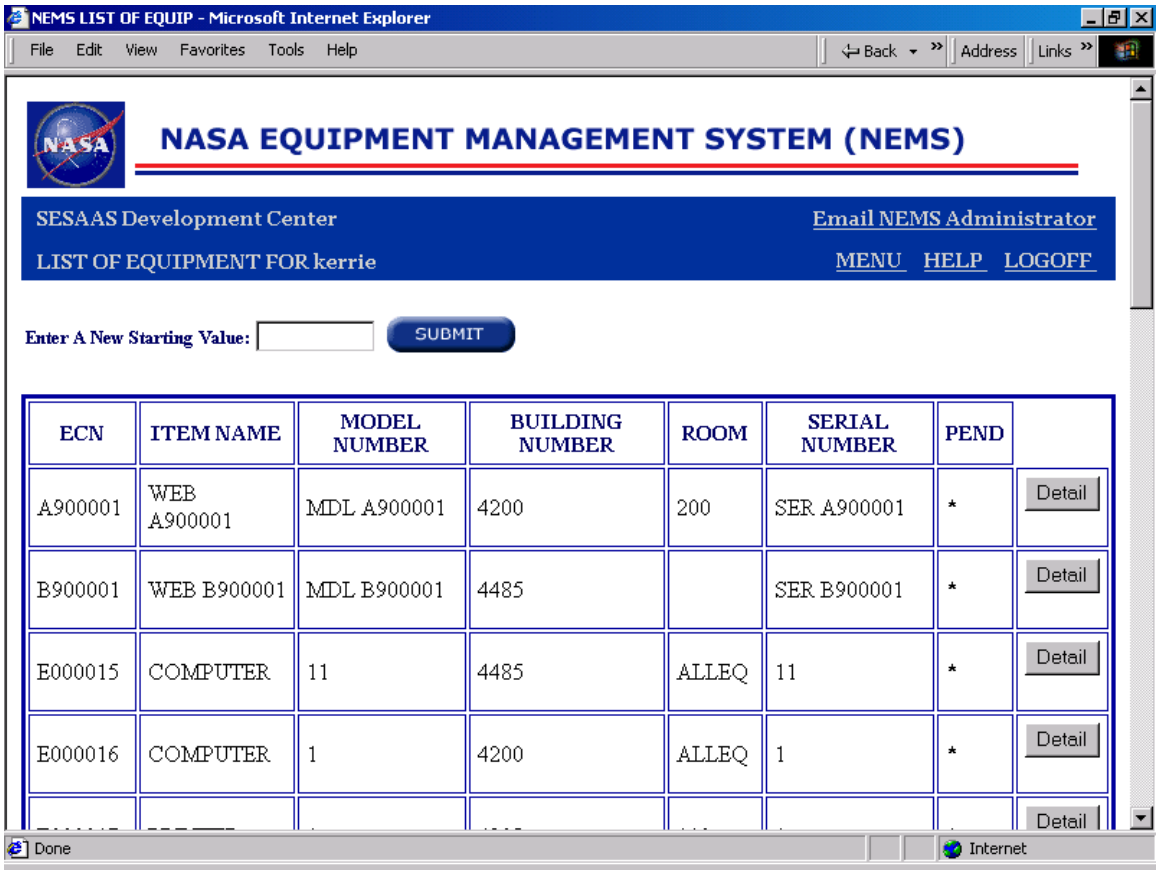
INPUT DATA

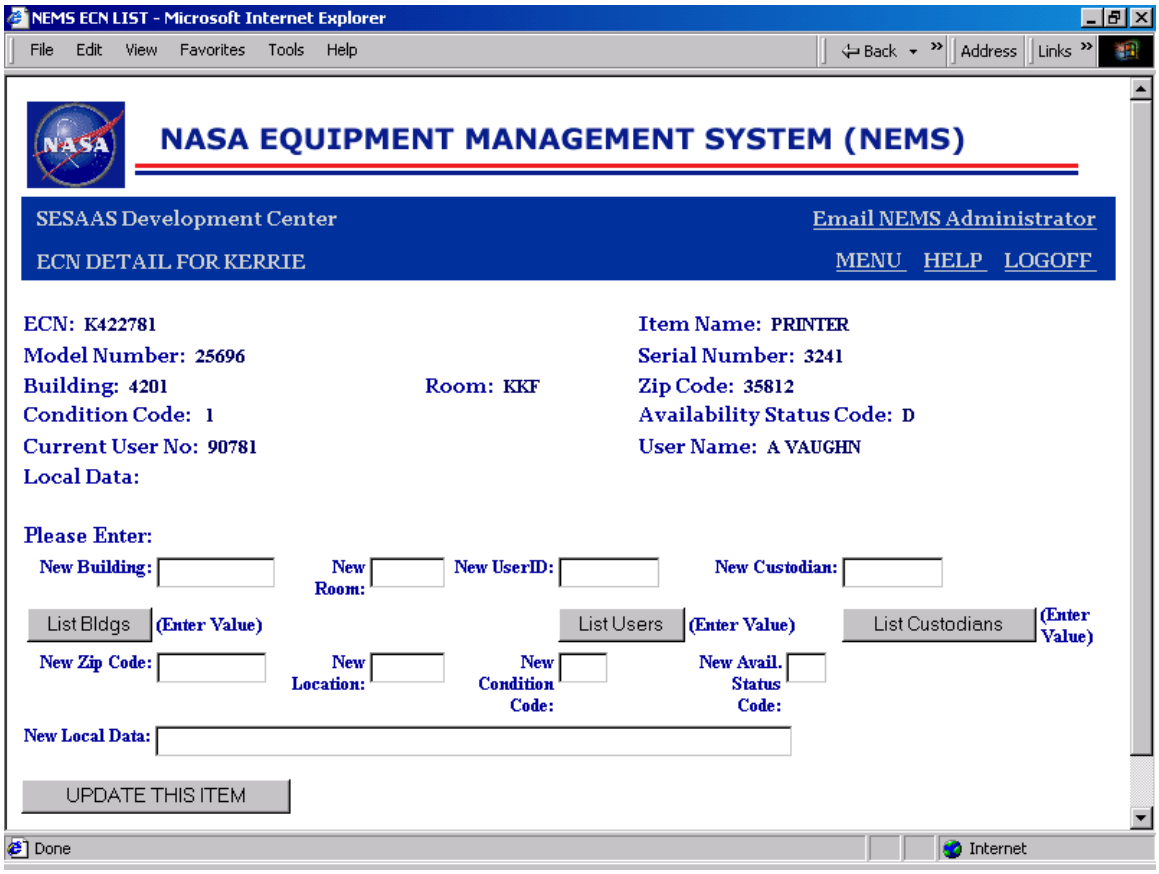
- Click **UPDATE THIS ITEM** button.
  Upon validation of the New Building, the building, room, zip code, and location fields are updated. The list of equipment is redisplayed with a message indicating that the ECN was changed.


NEMS LIST OF EQUIP - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Address Links
NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)
SESAAS Development Center
Email NEMS Administrator
LIST OF EQUIPMENT FOR kerrie
MENU HELP LOGOFF
ECN K422781 WAS CHANGED. ERN: 821972040
Enter A New Starting Value:
SUBMIT
ECN
ITEM NAME
MODEL NUMBER
BUILDING NUMBER
ROOM
SERIAL NUMBER
PEND
K422781 PRINTER 25696 4201 KKF 3241 Detail
K428791 PRINTER 2366 4485 452 325 Detail
K432681 PRINTER 662 4485 541 5528 Detail
K433197 PRINTER 2266 4485 KKF 82285 Detail
Done
Internet

3.3.1.3.3 Update User ID (W31)

The Update User ID (W31) transaction allows a custodian to transfer a piece of equipment to a user. This transaction is dependent on the new user accepting the transfer.





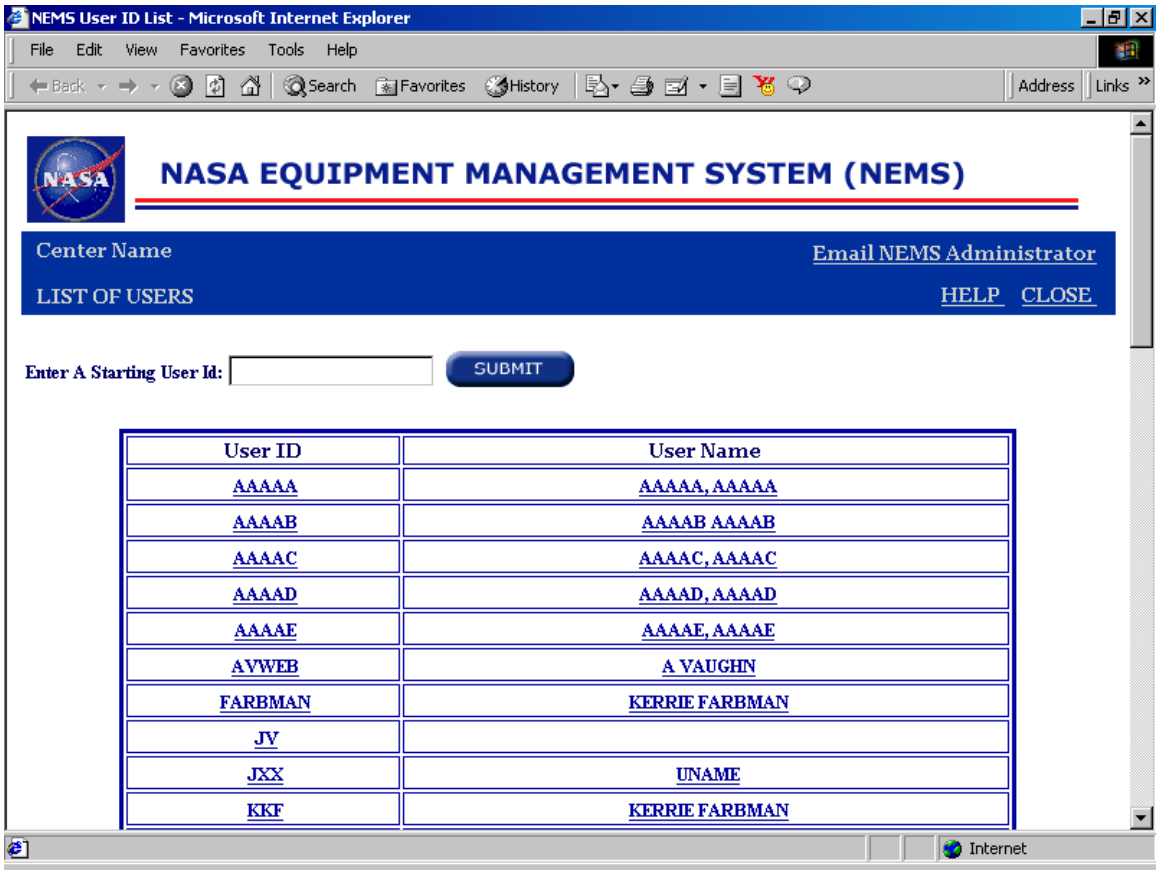
INPUT DATA

- New Building — Optional for W31 (must be on NEMS table 102).
- New Room — Optional for W31
- New User ID — Required for W31 (Must be on NEMS Table 090)
- New Custodian — Optional for W31 (Must be on NEMS Table 078)
- New Zip Code — Optional (changes to W26)
- New Location — Optional (changes to W26)
- New Condition Code — Optional (changes to W26) (Must be on NEMS Table 510)
- New Avail Status Code — Optional (changes to W26) (Must be on NEMS Table 410)
- New Local Data — Optional (changes to W26)
- If the custodian clicks on the **List Users** button, a list of Users from NEMS table 090 will be displayed. If a value is entered in the New User ID field the list will start from that User ID or the next User ID if that one is not available.

- If Zip Code, Location, Condition Code, Avail Status Code, or Local Data are entered when changing the user, the transaction number is changed to W26.

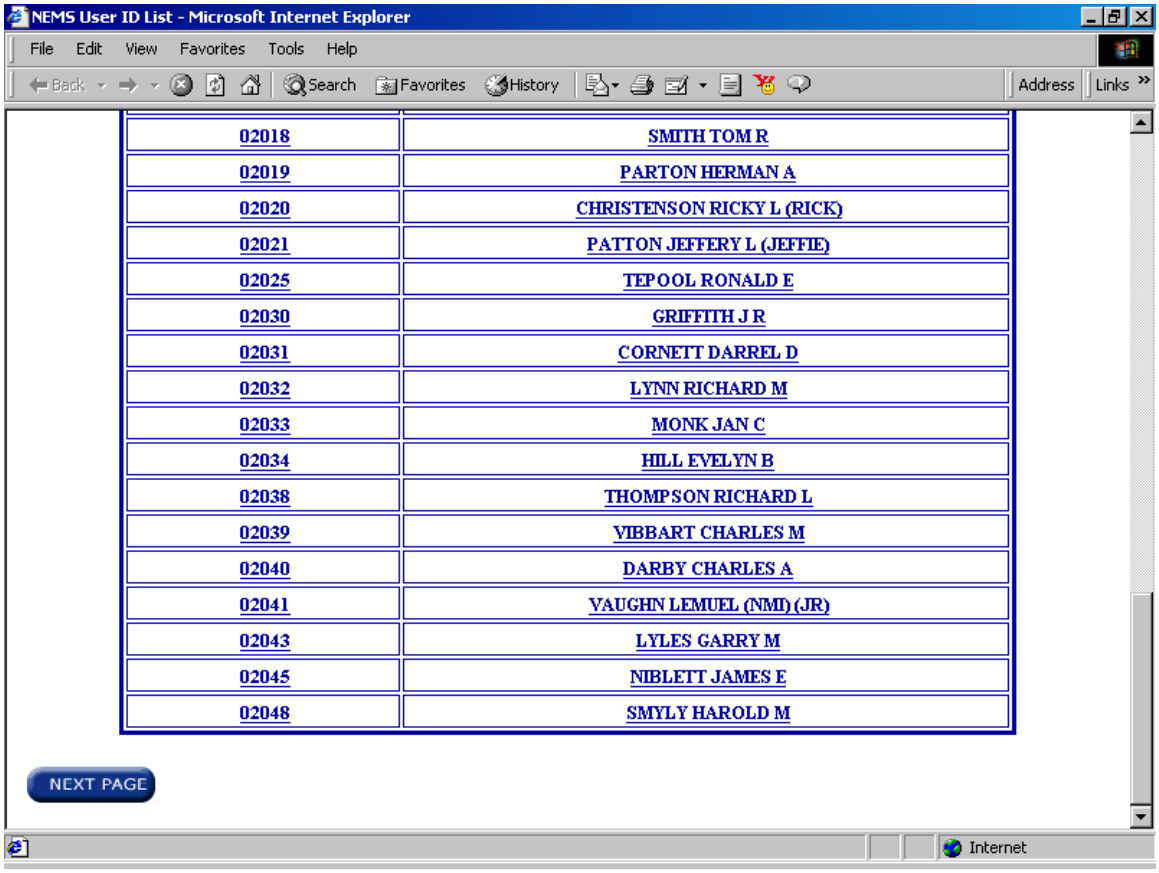
3.3.1.3.3.1 List Web User IDs

The List Web User IDs screen will display the Web User IDs in NEMS table 090. Up to 50 User IDs can be displayed at one time. The custodian will have the opportunity to enter a User ID from which to start the list of User IDs.



3.3.1.3.3.1.1 List User IDs – Next Page

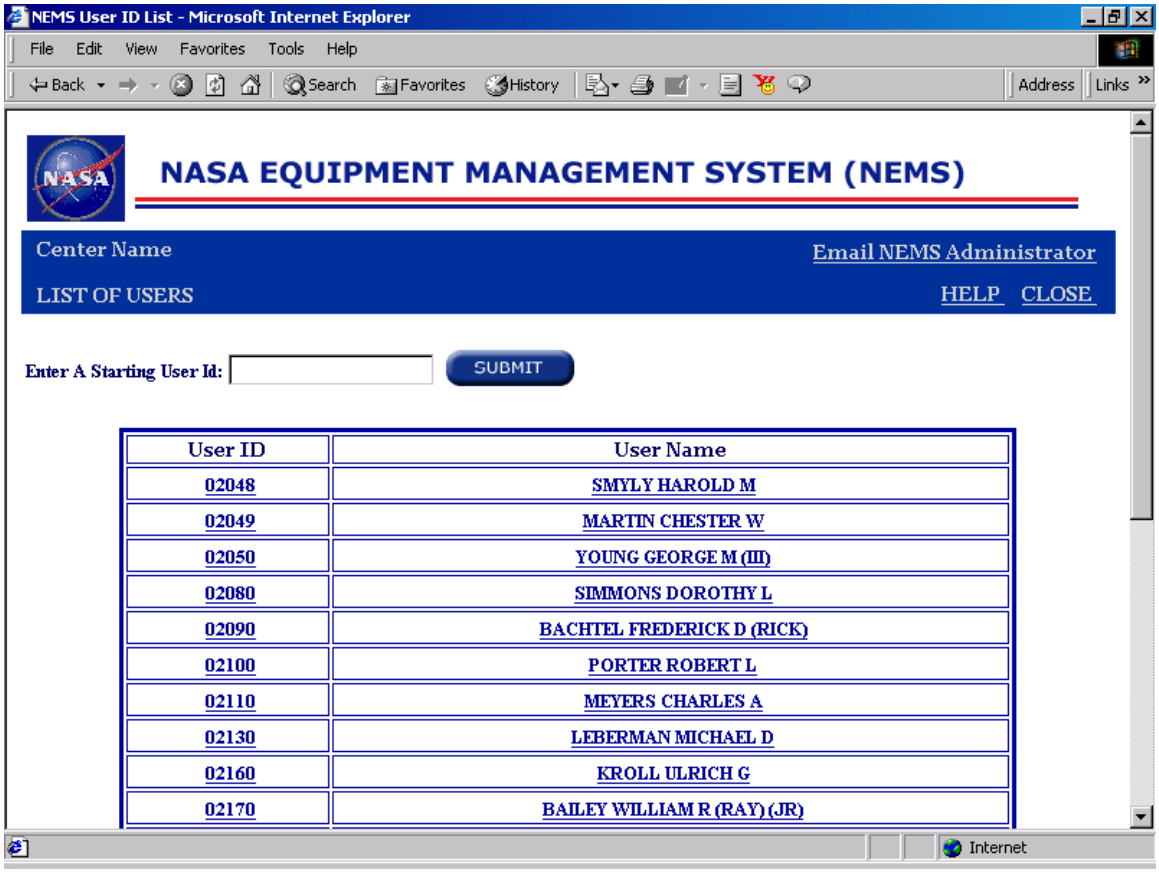
The **NEXT PAGE** button will be displayed at the end of each page when more User IDs remain to be displayed. The **NEXT PAGE** button will allow the custodian to display the next page of User IDs.



INPUT DATA

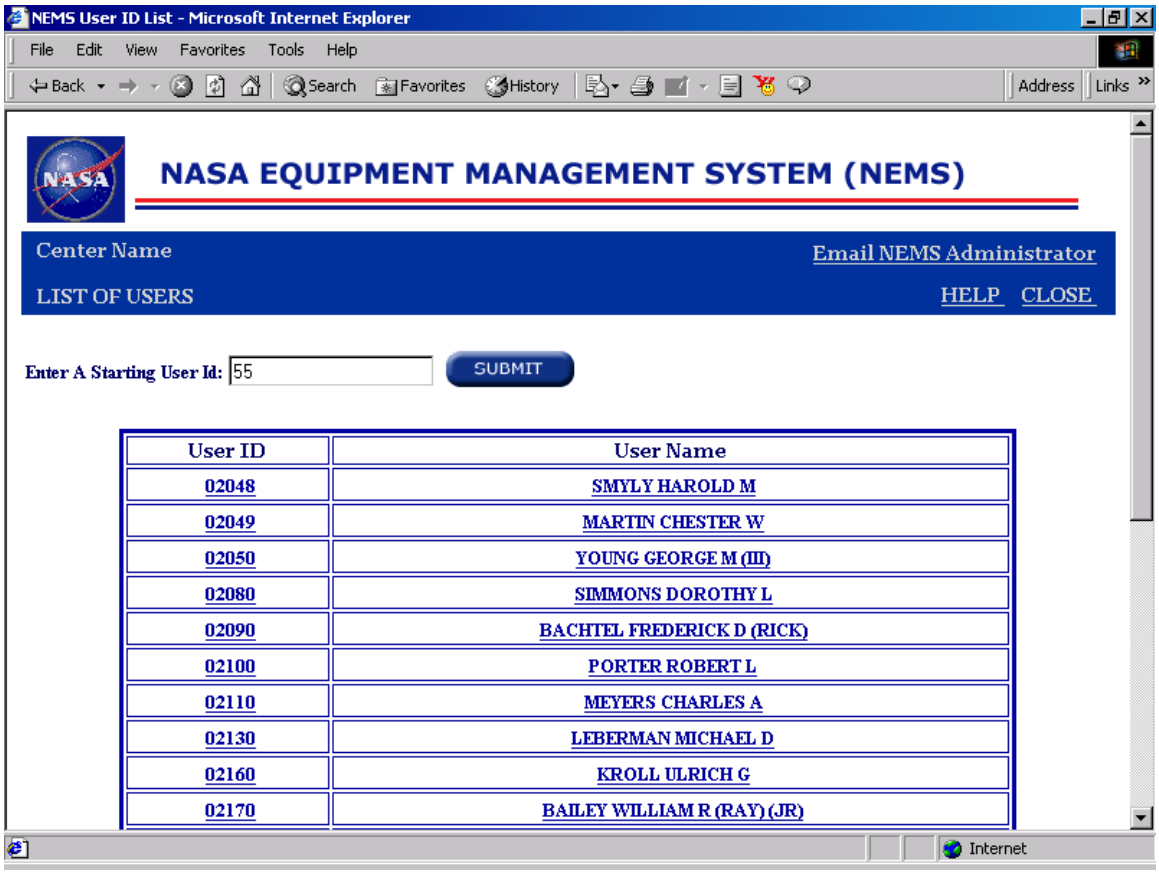
- If the custodian clicks on the **NEXT PAGE** button, the next page of User IDs from NEMS table 090 will be displayed.

The list of User IDs will be redisplayed starting with the last User ID from the previous page.



3.3.1.3.3.1.2 List User IDs – New Starting Value

The list of User IDs will be redisplayed starting with the User ID (or partial User ID) entered in the New Starting Value field.

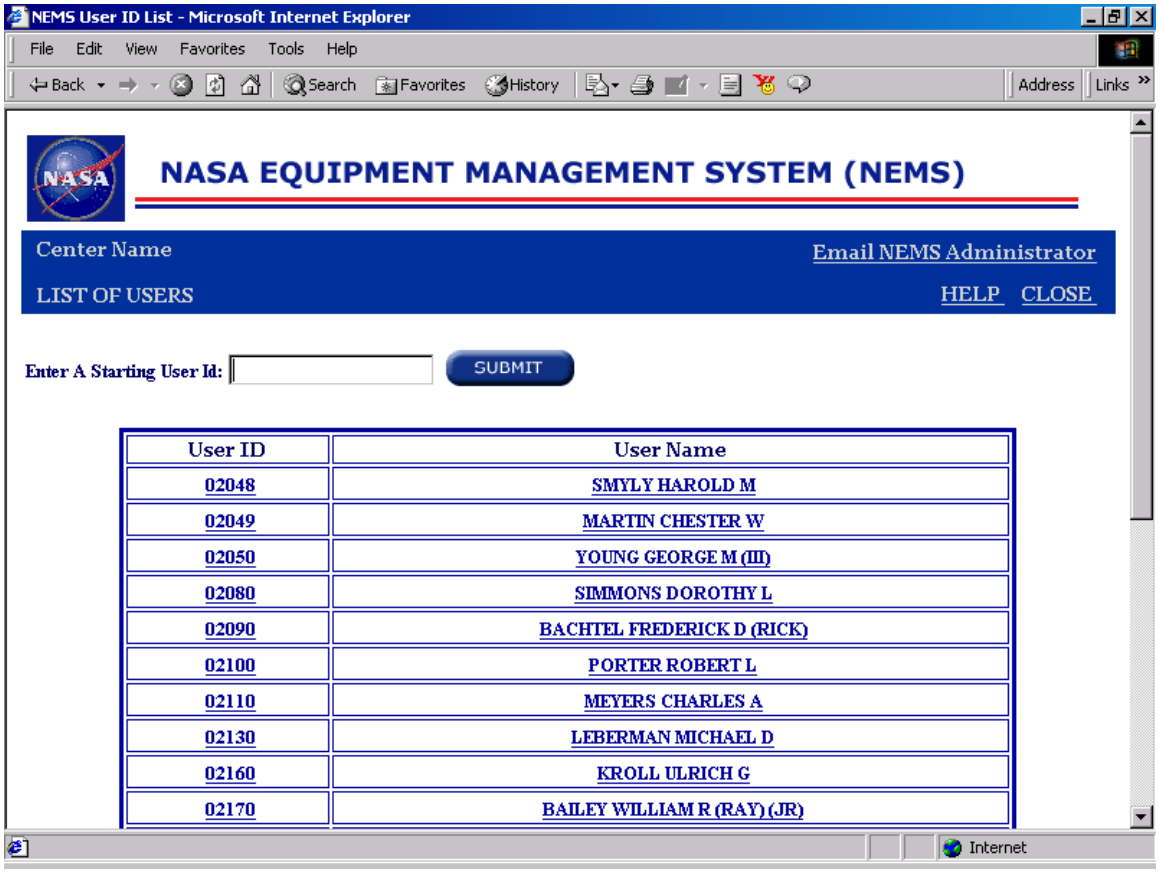


INPUT DATA

- Enter A New Starting Value and click the **SUBMIT** button. The list of User IDs from NEMS table 090 will be displayed starting with the User ID entered or with the next User ID if that one is not available.

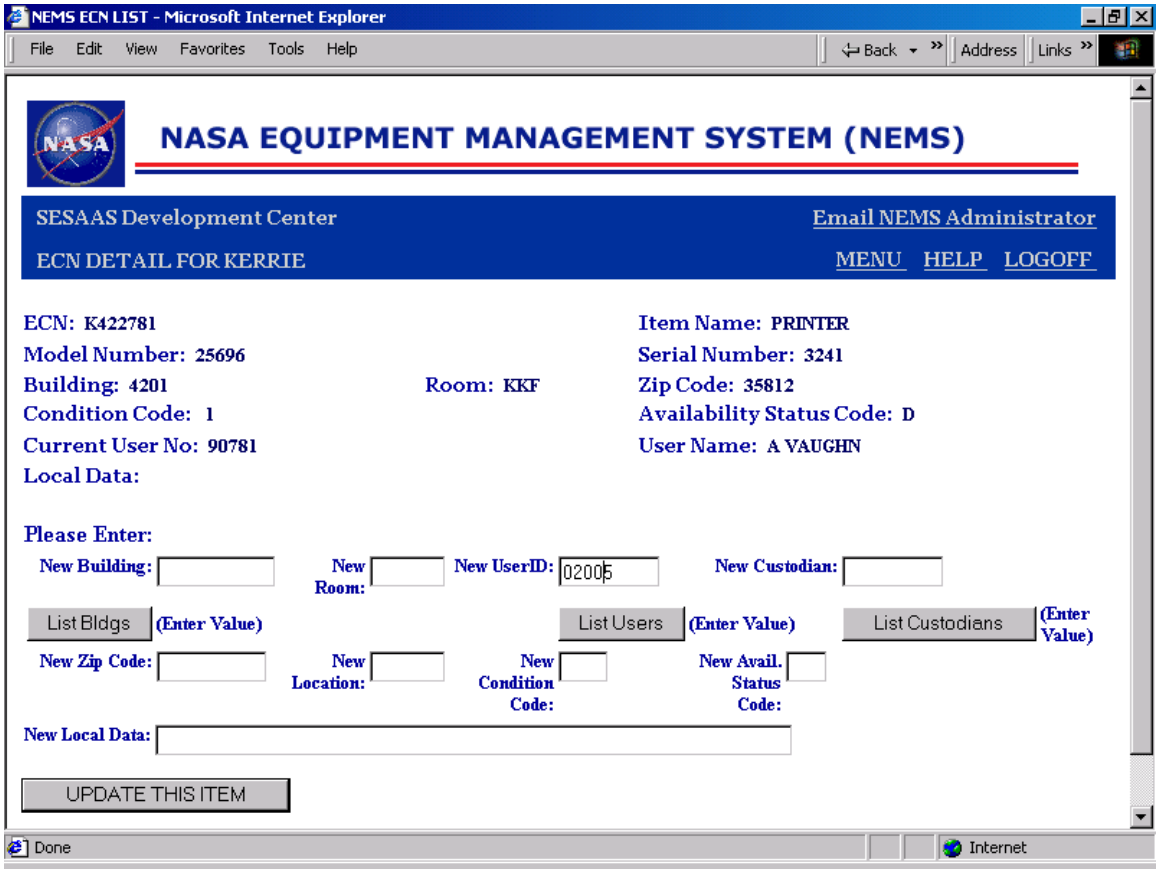
3.3.1.3.3.1.3 List User IDs – Selection

To select a new User ID for the piece of equipment, click on the User ID.



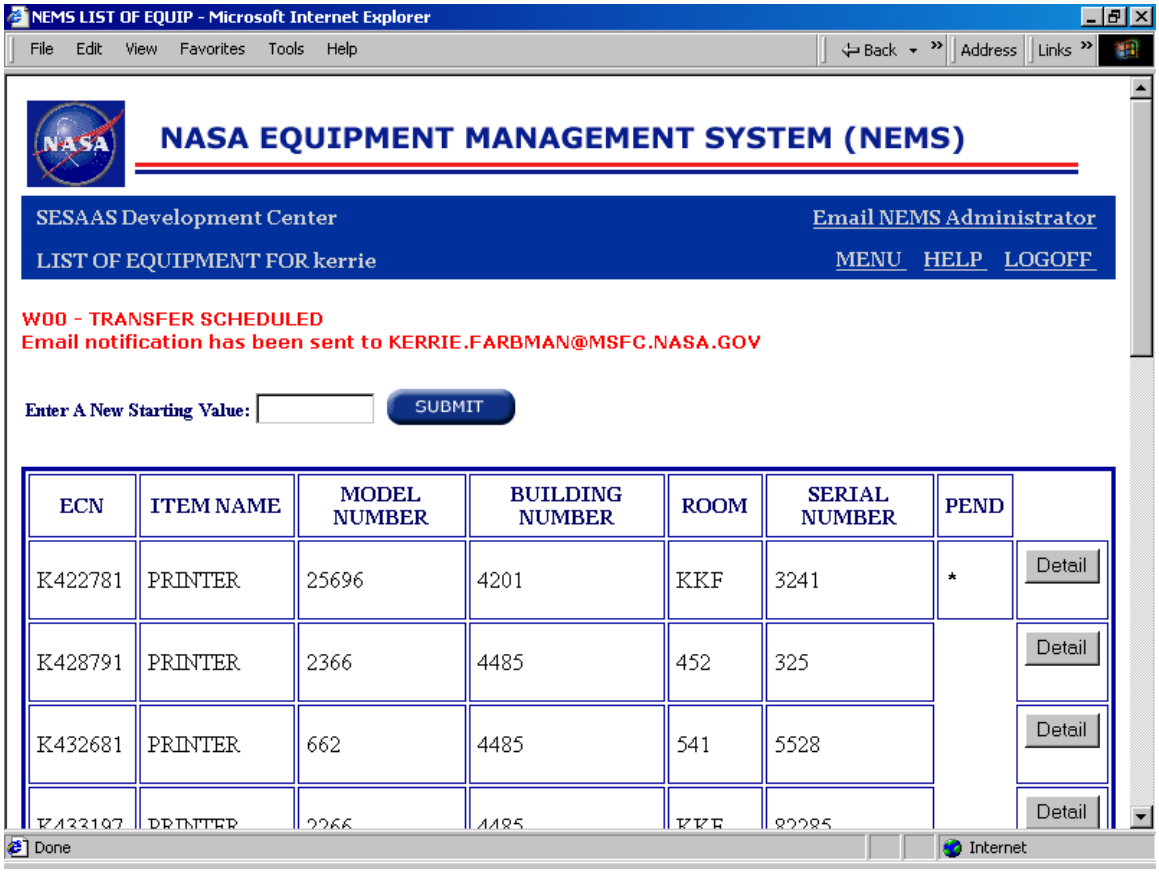
INPUT DATA

- Click on User ID or User Name.
  The User ID will be passed back to the List of Equipment screen in the New User ID field.



INPUT DATA

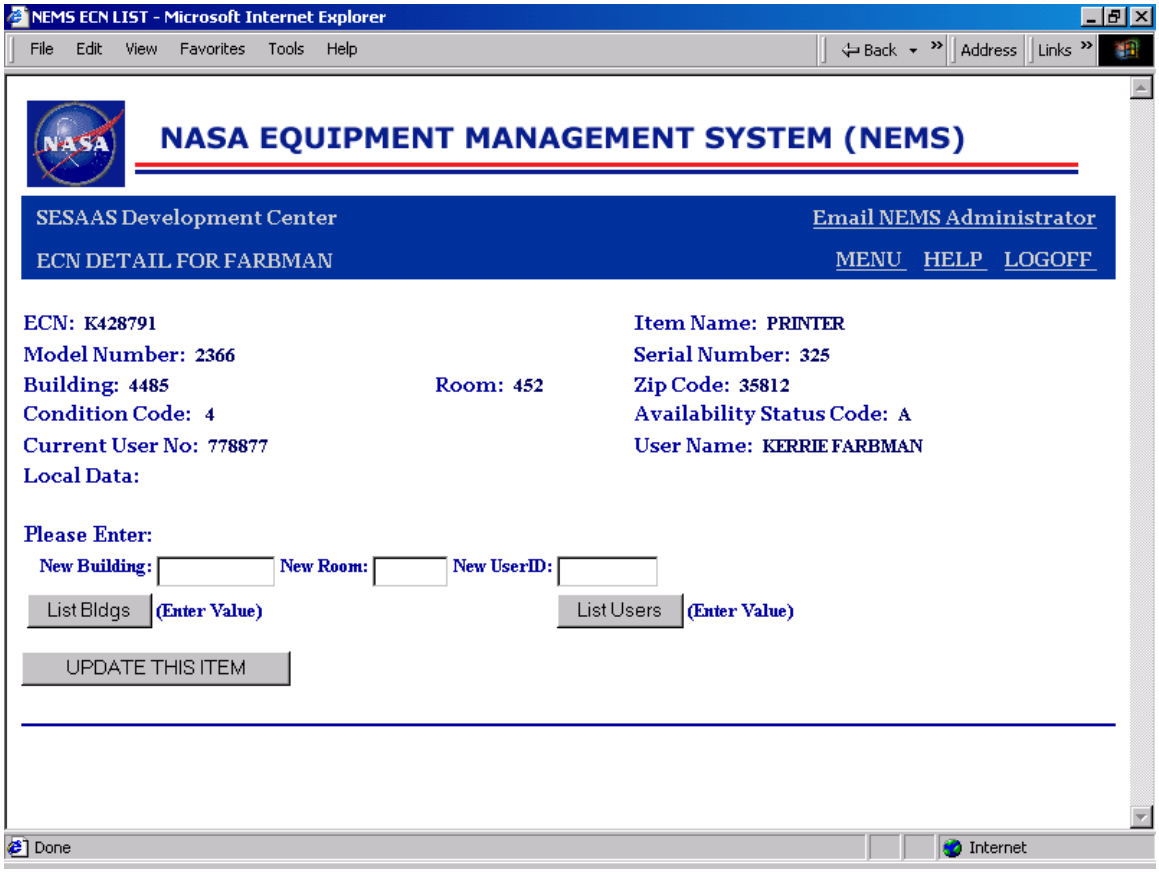
- Click **UPDATE THIS ITEM** button.
  Upon validation of the new User ID, the ECN is added to the pending file for approval by the new user. The list of equipment is displayed with a message indicating that the transaction was successfully completed and an email notification has been sent to the new user.


NEMS LIST OF EQUIP - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Address Links
NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)
SESAAS Development Center
Email NEMS Administrator
LIST OF EQUIPMENT FOR kerrie
MENU HELP LOGOFF
W00 - TRANSFER SCHEDULED
Email notification has been sent to KERRIE.FARBMAN@MSFC.NASA.GOV
Enter A New Starting Value:
SUBMIT
ECN
ITEM NAME
MODEL NUMBER
BUILDING NUMBER
ROOM
SERIAL NUMBER
PEND
K422781 PRINTER 25696 4201 KKF 3241 * Detail
K428791 PRINTER 2366 4485 452 325 Detail
K432681 PRINTER 662 4485 541 5528 Detail
Done
Internet

3.3.1.4 View List of Equipment Assigned to You – Detail (User)

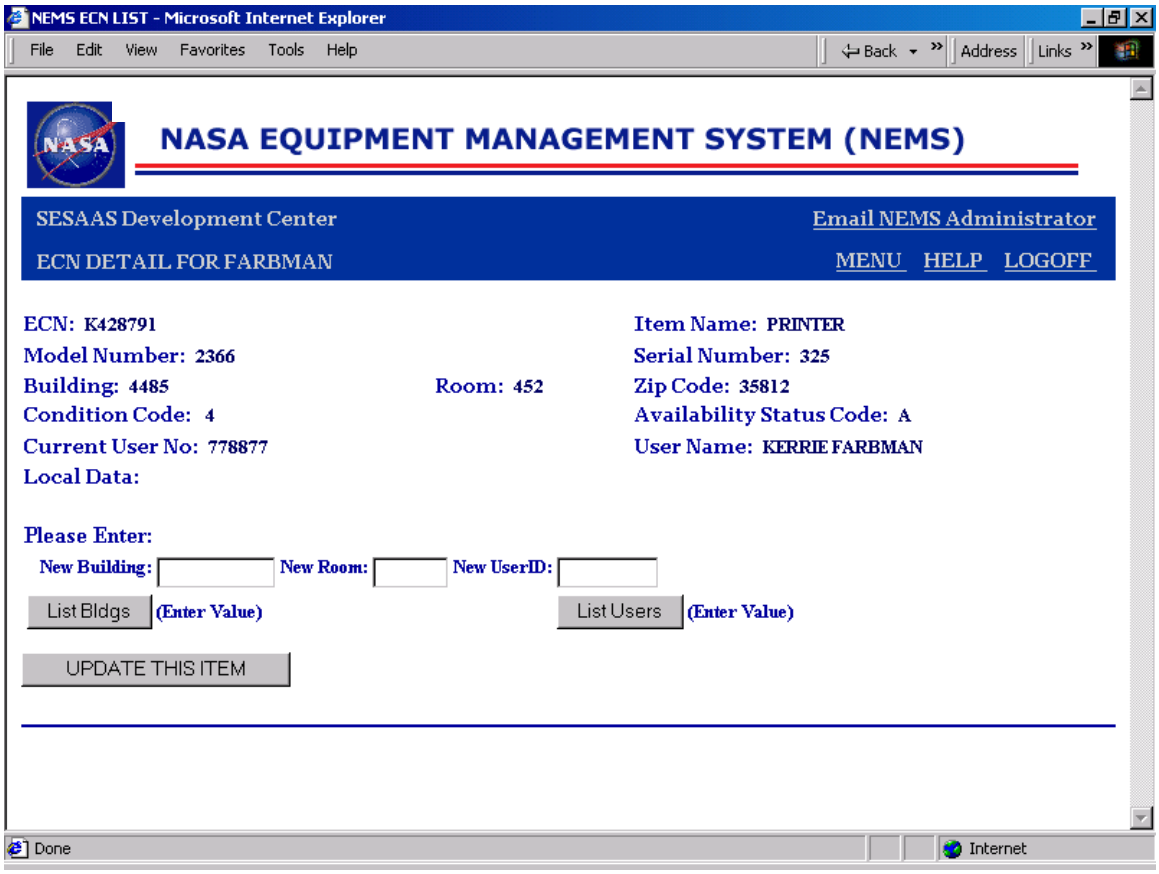
The View List Of Equipment Assigned To You - Detail allows the user to see more detail for the selected ECN. The ECN, Item Name, Model Number, Serial Number, Building, Room, Zip Code, Condition Code, Availability Status Code, and Local Data will be displayed. If the item is waiting to be transferred to another user, the new user's name will be displayed next to Transfer Pending To.

The user has the option to update the Building and Room information (W29 transaction) or transfer the equipment to another user (W31 transaction).



3.3.1.4.1 Update Building and Room Number (W29)

The Building and Room Number (W29) transaction allows a user to update the Building and Room information for a piece of equipment.

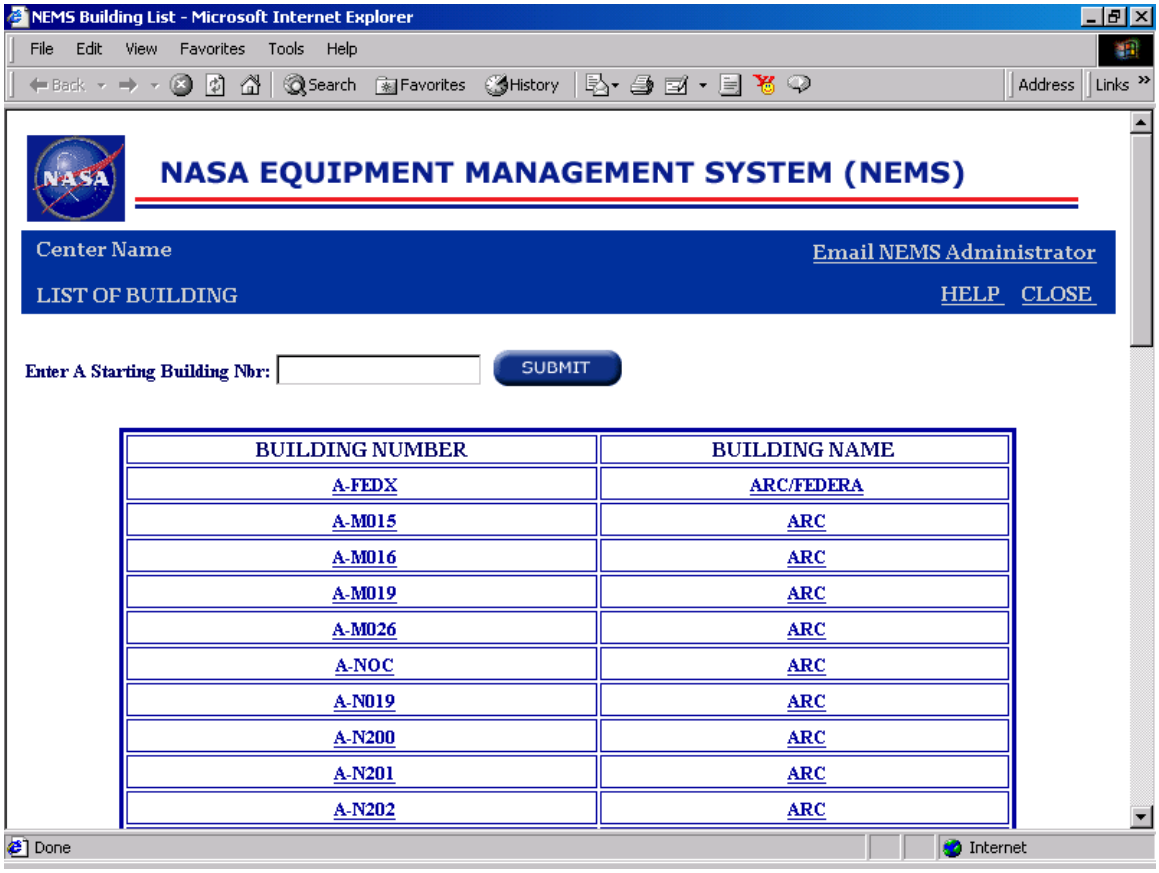


INPUT DATA

- New Building — Required for transaction W29, must be on NEMS table 102.
- New Room — Optional for transaction W29
- New User ID — Must not be entered for transaction W29
- Click on the **List Bldgs** button, if the building number is not known. A list of buildings from NEMS table 102 will be displayed. If a value is entered in the New Building field the list will start from that value.

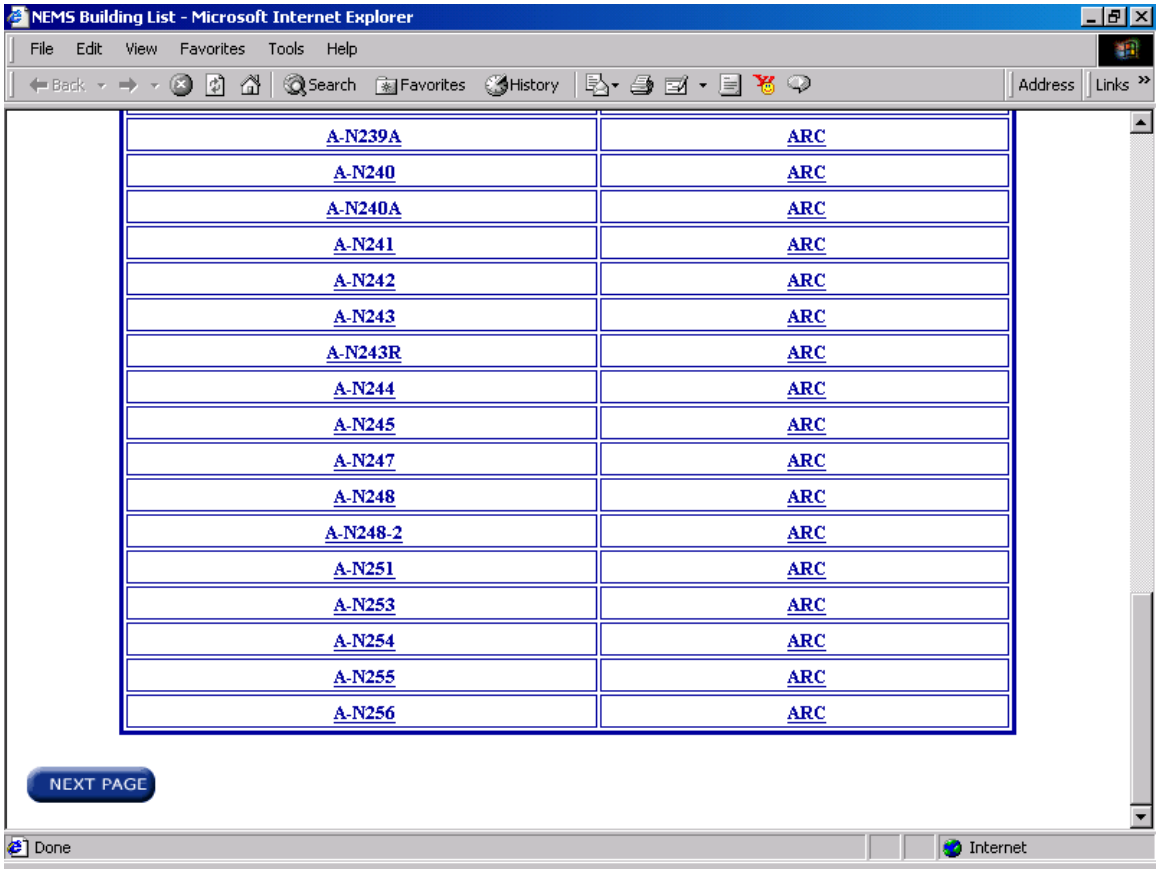
3.3.1.4.1.1 List Buildings

The List Buildings screen will display the buildings in NEMS table 102. Up to 50 buildings can be displayed at one time. The user will have the opportunity to enter a building from which to start the list of buildings.



3.3.1.4.1.1.1 List Buildings – Next Page

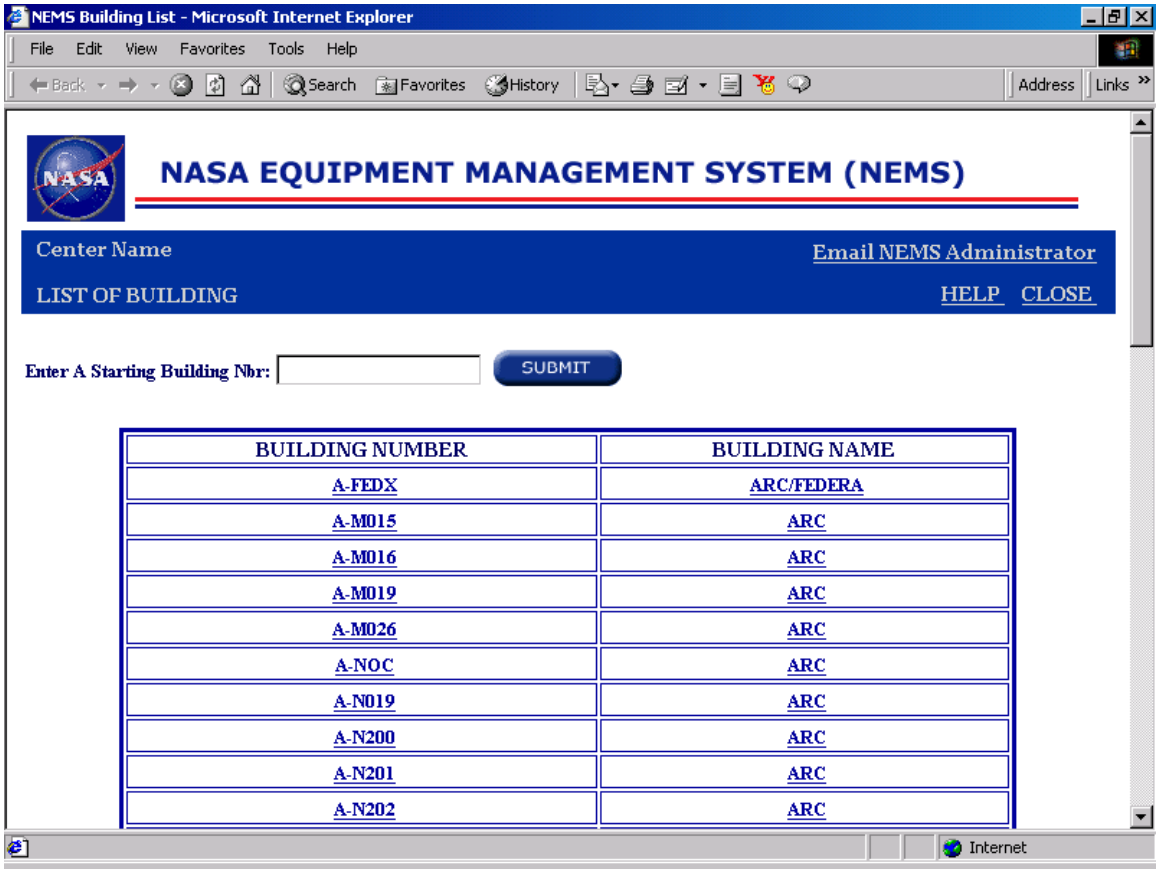
The **NEXT PAGE** button will be displayed at the end of each page when more buildings remain to be displayed.



INPUT DATA

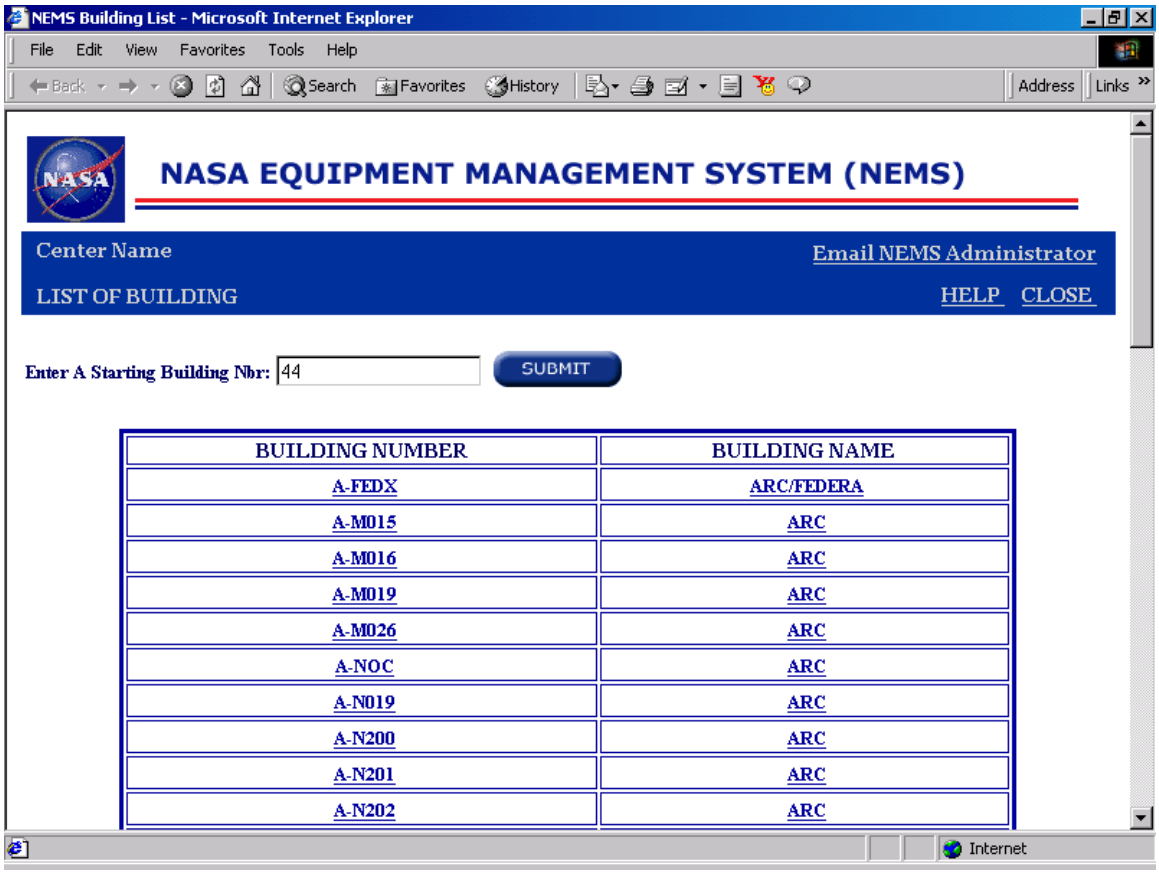
- If the user clicks on the **NEXT PAGE** button, the list of buildings will be redisplayed starting with the last building from the previous page.

.


NEMS Building List - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites History Address Links
NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)
Center Name
Email NEMS Administrator
LIST OF BUILDING
HELP CLOSE
Enter A Starting Building Nbr:
SUBMIT
BUILDING NUMBER
BUILDING NAME
A-FEDX
ARC/FEDERA
A-M015
ARC
A-M016
ARC
A-M019
ARC
A-M026
ARC
A-NOC
ARC
A-N019
ARC
A-N200
ARC
A-N201
ARC
A-N202
ARC
Internet

3.3.1.4.1.1.2 List Buildings – New Starting Value

The list of buildings will be redisplayed starting with the building number (or partial building number) entered in the New Starting Value field.

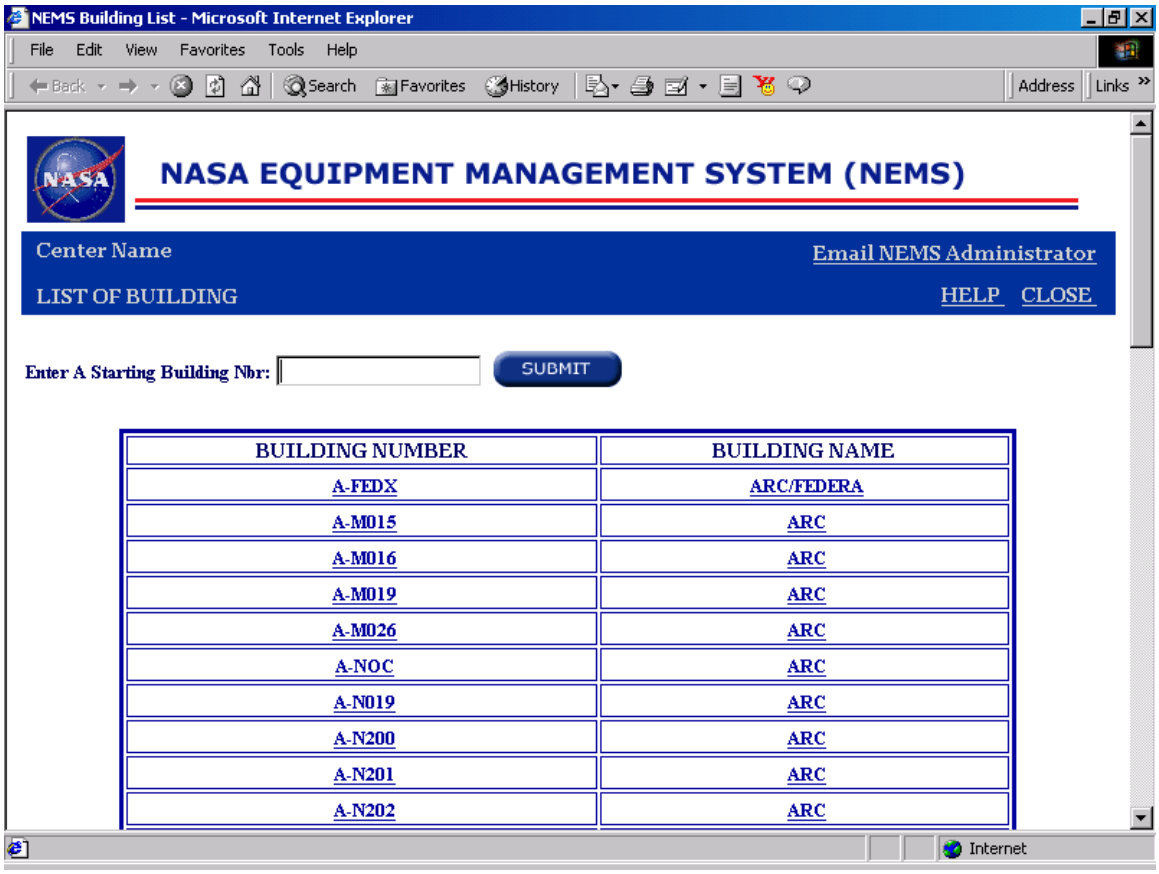


INPUT DATA

- Enter A New Starting Value and click **SUBMIT** button. The list of buildings from NEMS table 102 will be displayed starting with that building entered or with the next building if that one is not available.

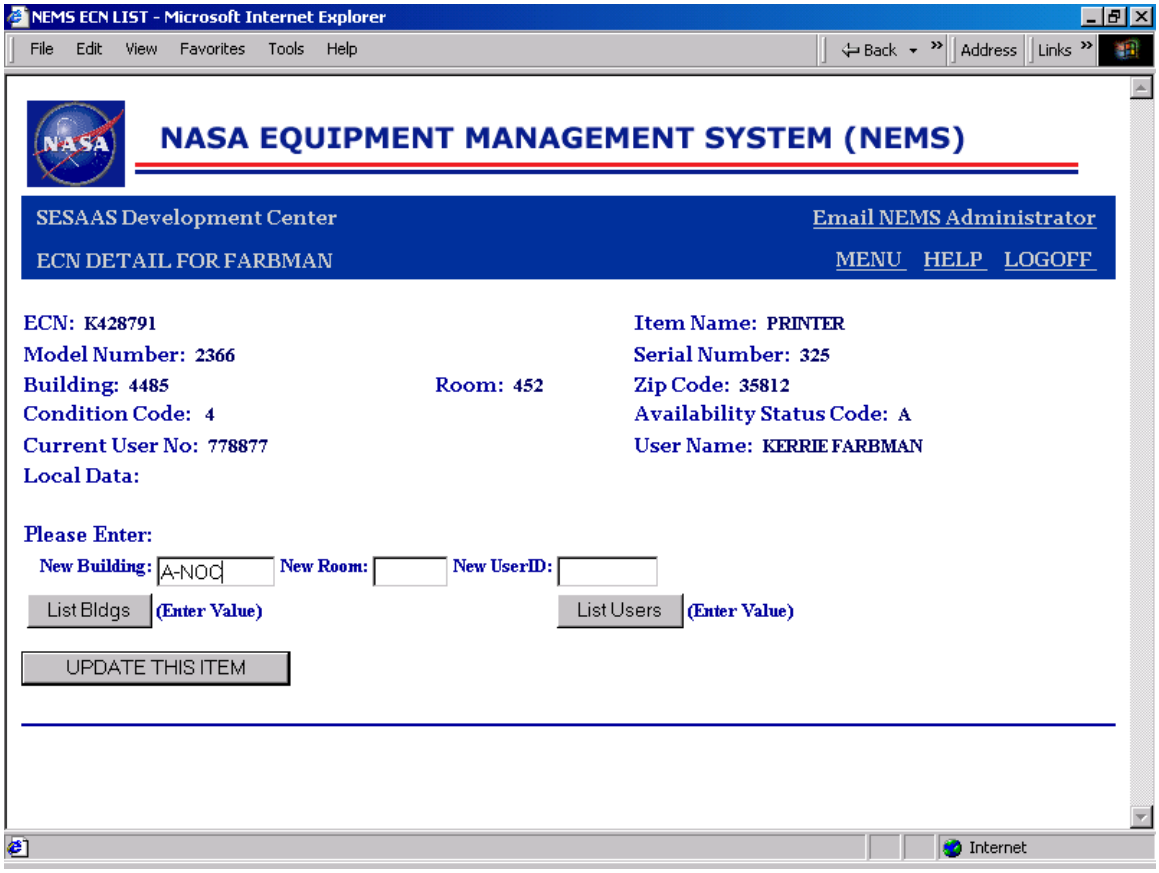
3.3.1.4.1.1.3 List Buildings – Selection

To select a new building for the ECN, click on the building.



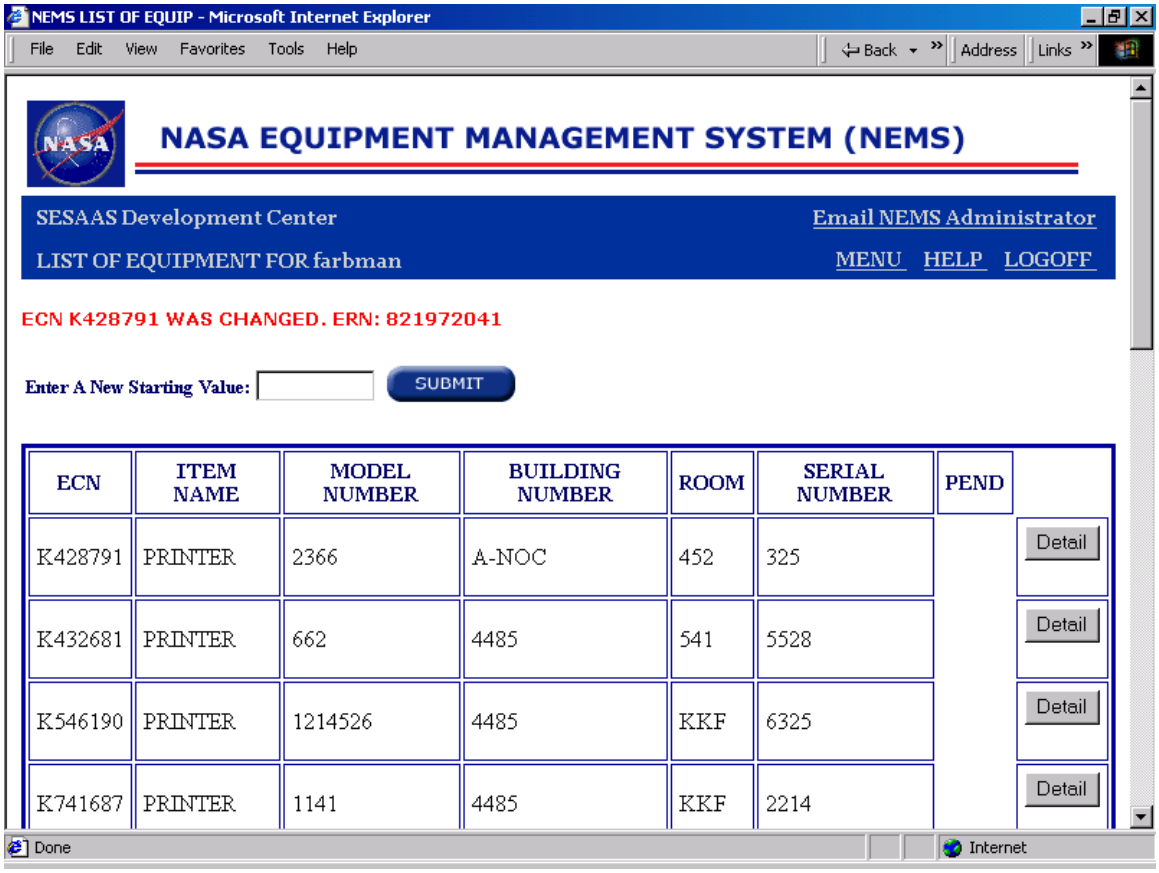
INPUT DATA

- Click on **Building Number** or **Building Name**.
  The building number will be passed back to the List of Equipment screen in the New Building field.



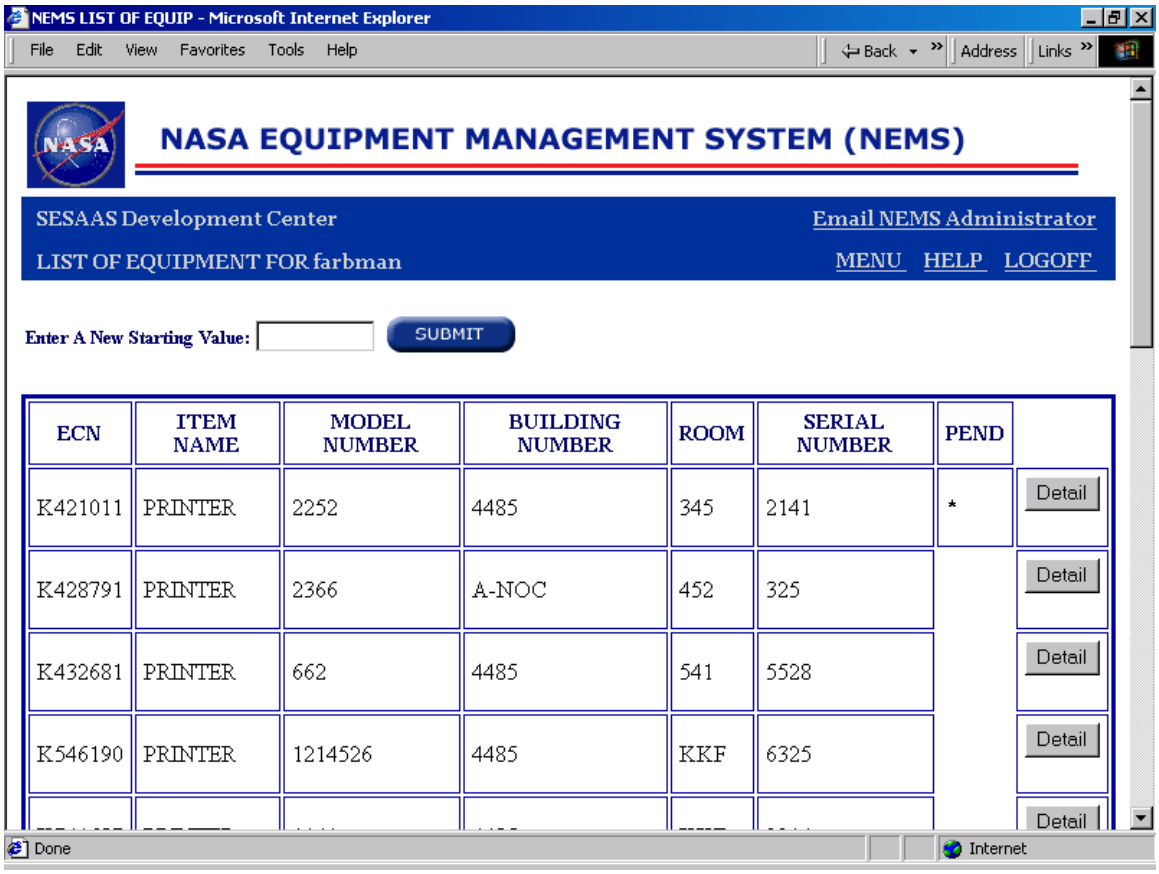
INPUT DATA

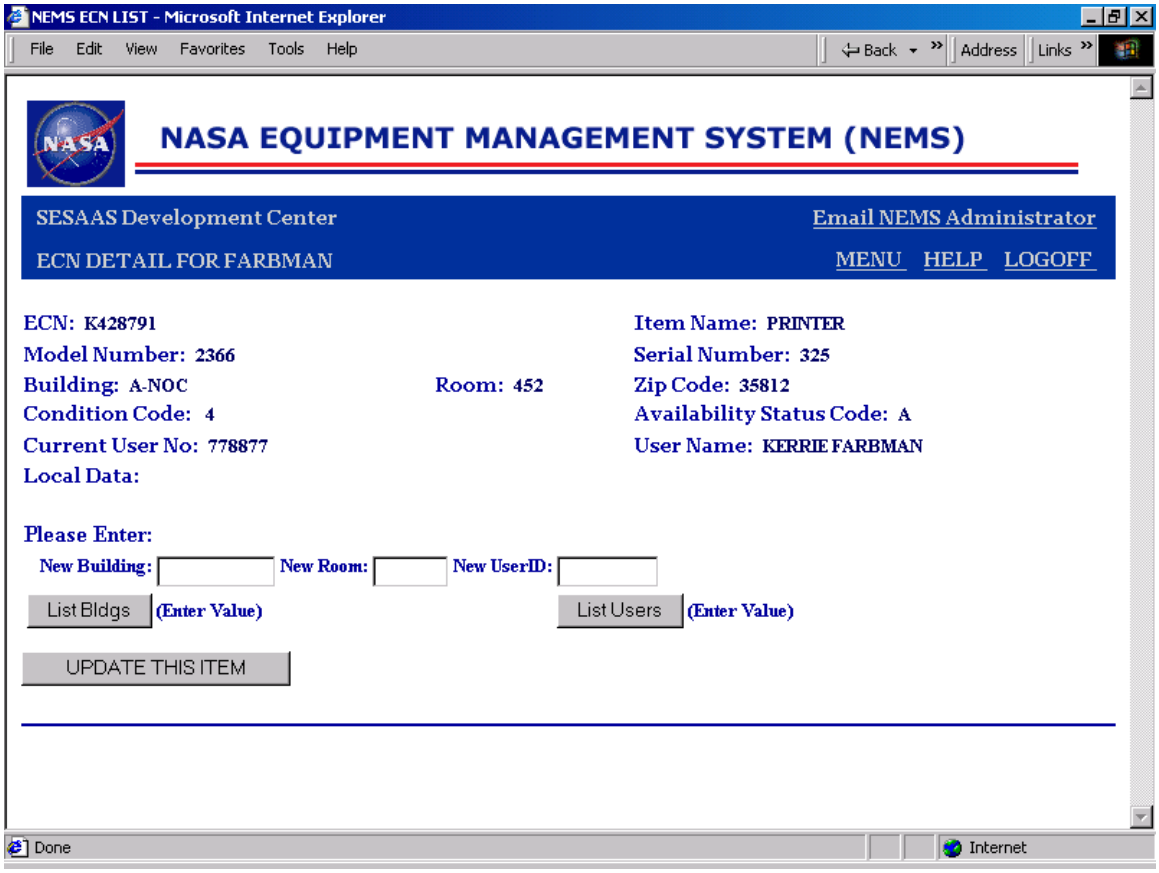
- Click **UPDATE THIS ITEM** button.
  Upon validation of the New Building the building and room fields are updated. The list of equipment is redisplayed with a message indicating that the ECN was changed.


NEMS LIST OF EQUIP - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Address Links
NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)
SESAAS Development Center
Email NEMS Administrator
LIST OF EQUIPMENT FOR farbman
MENU HELP LOGOFF
ECN K428791 WAS CHANGED. ERN: 821972041
Enter A New Starting Value:
SUBMIT
ECN
ITEM NAME
MODEL NUMBER
BUILDING NUMBER
ROOM
SERIAL NUMBER
PEND
K428791 PRINTER 2366 A-NOC 452 325 Detail
K432681 PRINTER 662 4485 541 5528 Detail
K546190 PRINTER 1214526 4485 KKF 6325 Detail
K741687 PRINTER 1141 4485 KKF 2214 Detail
Done
Internet

3.3.1.4.2 Update User ID (W31)

The Update User ID (W31) transaction allows a user to transfer a piece of equipment to another user. This transaction is dependent on the new user accepting the transfer.



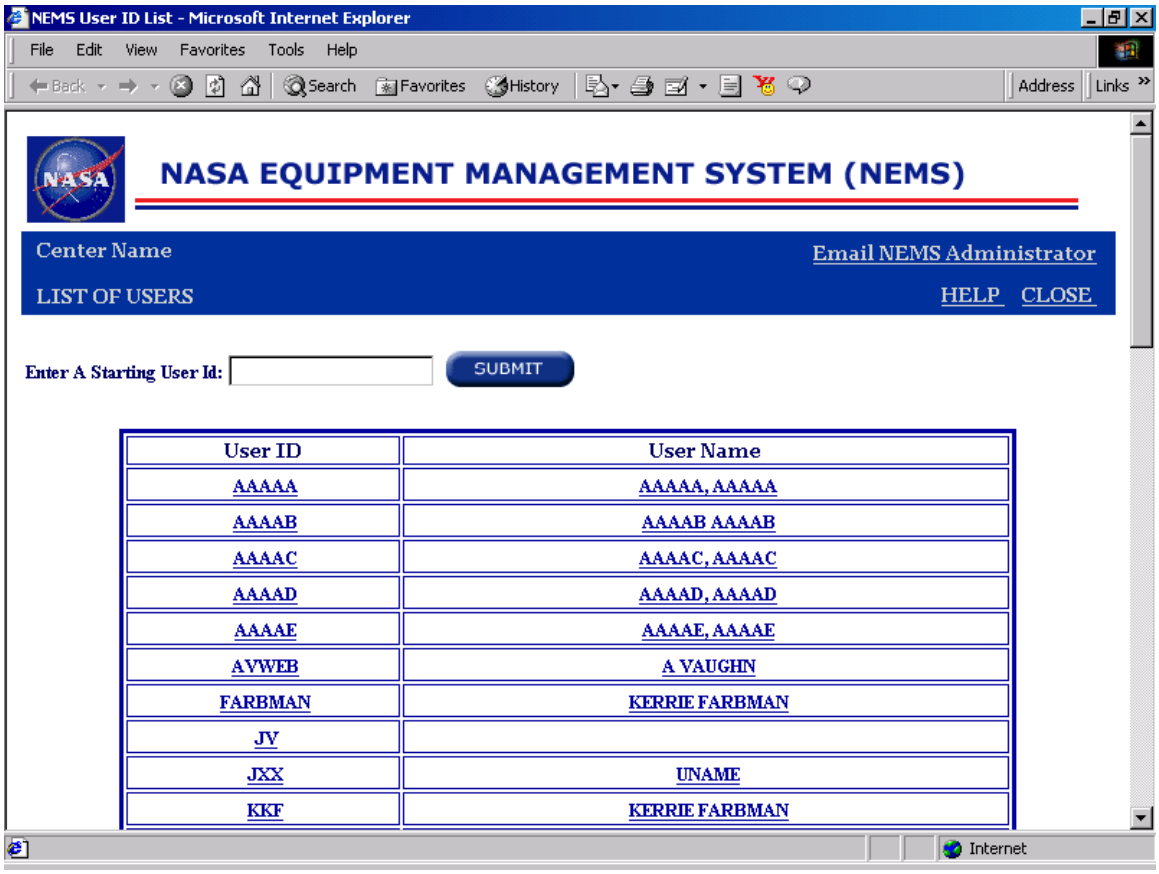


INPUT DATA

- New Building — Optional for transaction W31(Must be On NEMS Table 102)
- New Room — Optional for Transaction W31
- New User ID — Required
- If the user clicks on the **List Users** button, a list of Users from NEMS table 090 will be displayed. If a value is entered in the New User ID field the list will start from that User ID or the next User ID if that one is not available.

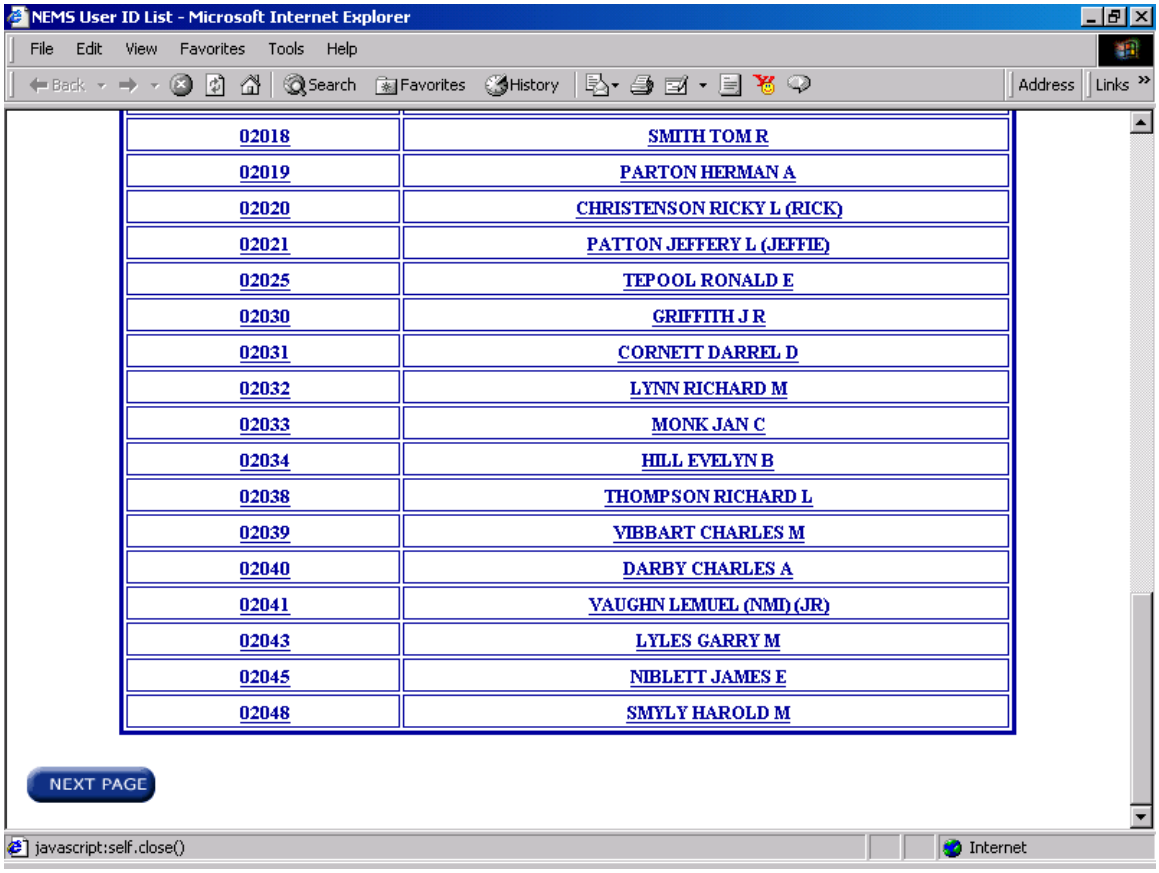
3.3.1.4.2.1 List Web User IDs

The List Web User IDs screen will display the Web User IDs in NEMS table 090. Up to 50 User IDs can be displayed at one time. The user will have the opportunity to enter a User ID from which to start the list of User IDs.



3.3.1.4.2.1.1 List User IDs – Next Page

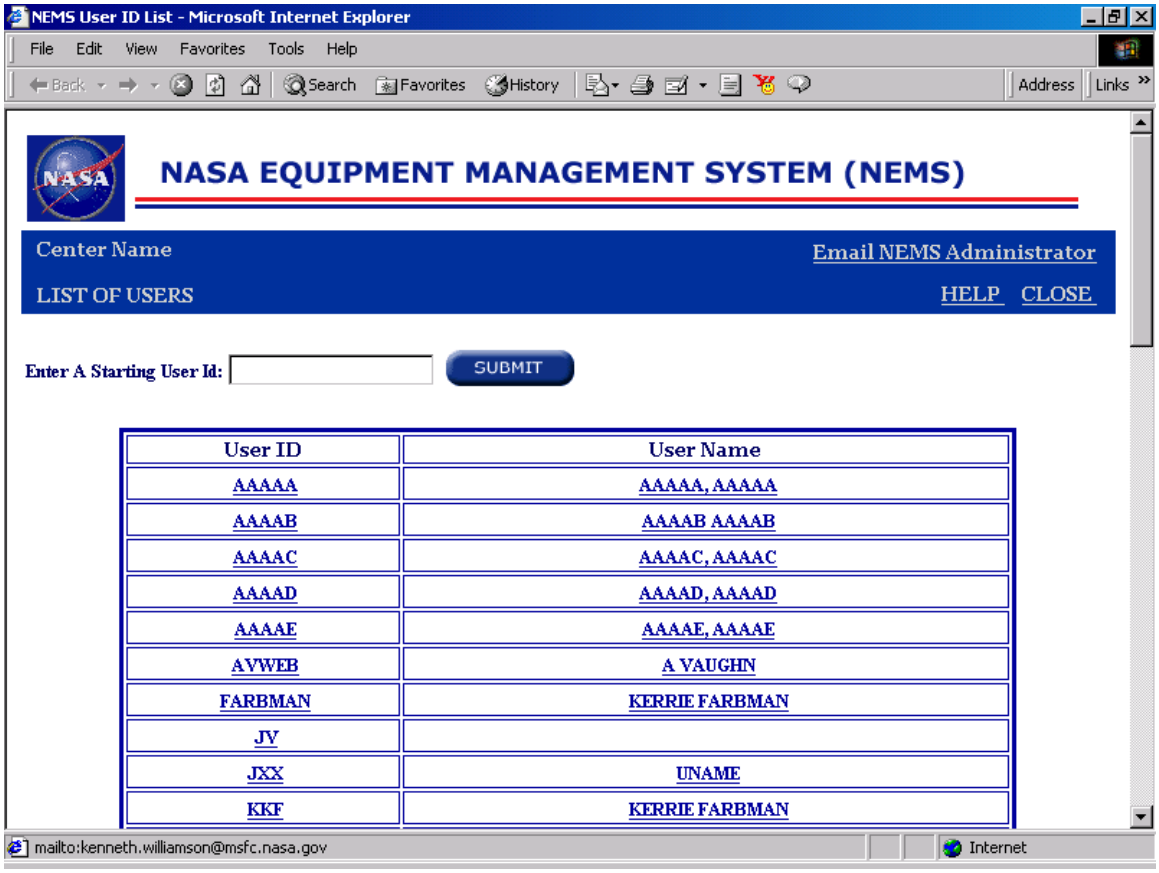
The **NEXT PAGE** button will be displayed at the end of each page when more User IDs remain to be displayed. The **NEXT PAGE** button will allow the user to display the next page of User IDs.



INPUT DATA

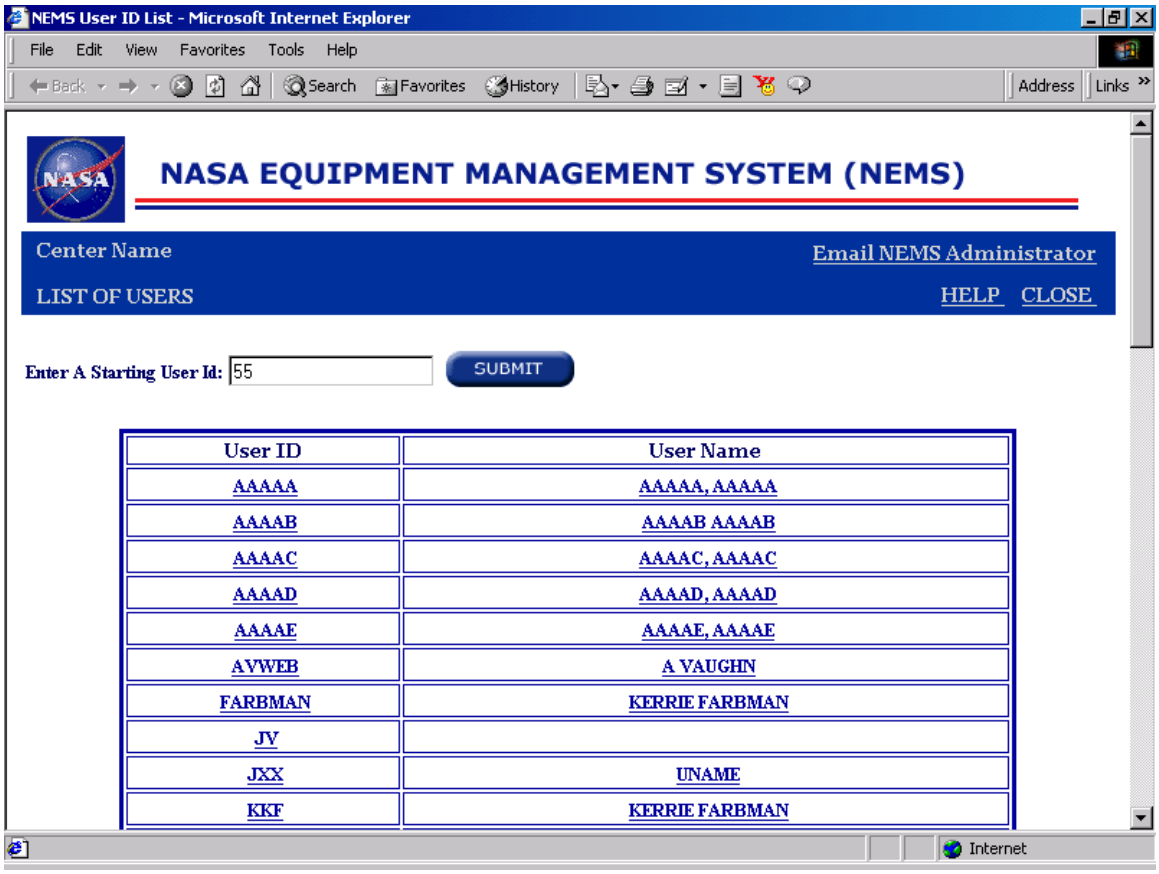
- If the user clicks on the **NEXT PAGE** button, the next page of User IDs from NEMS table 090 will be displayed.

The list of User IDs will be redisplayed starting with the last User ID from the previous page.



3.3.1.4.2.1.2 List User IDs – New Starting Value

The list of User IDs will be redisplayed starting with the User ID (or partial User ID) entered in the New Starting Value field.

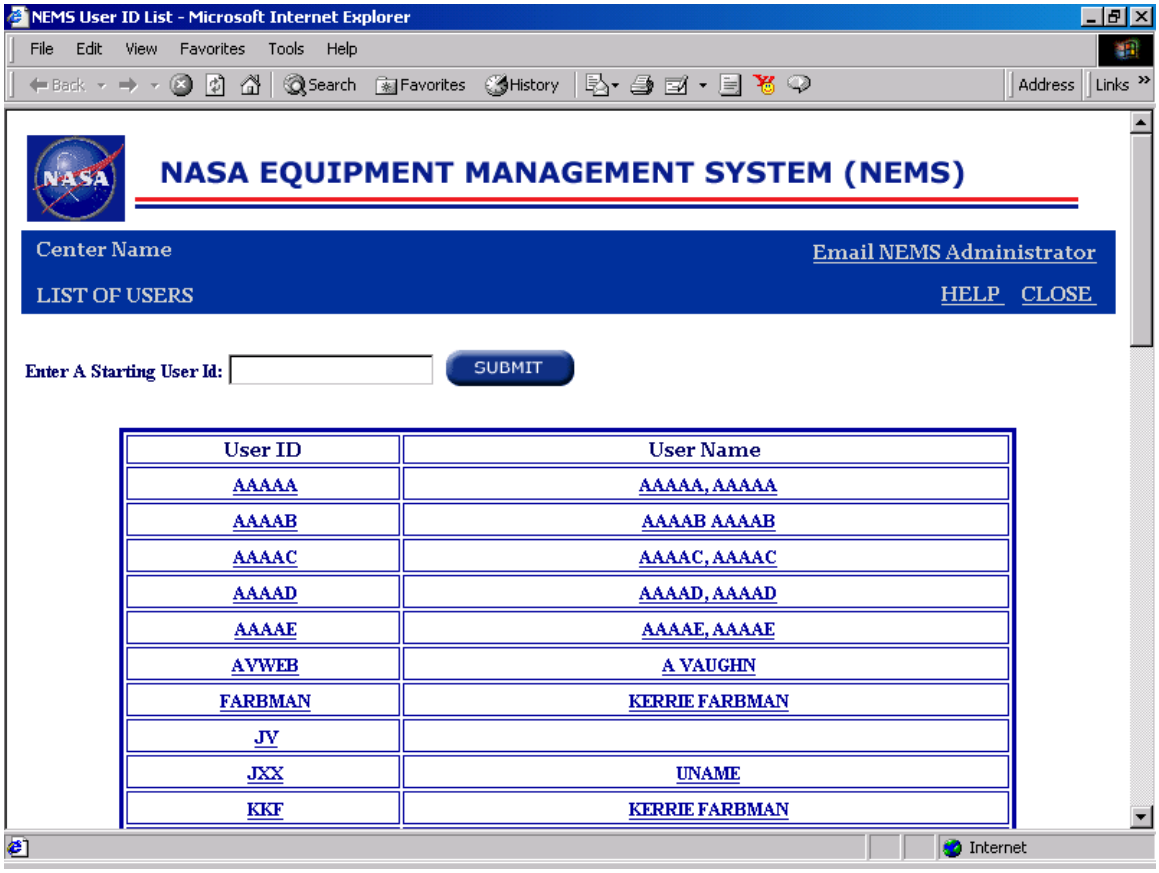


INPUT DATA

- Enter A New Starting Value and click the **SUBMIT** button. The list of User IDs from NEMS table 090 will be displayed starting with the User ID entered or with the next User ID if that one is not available.

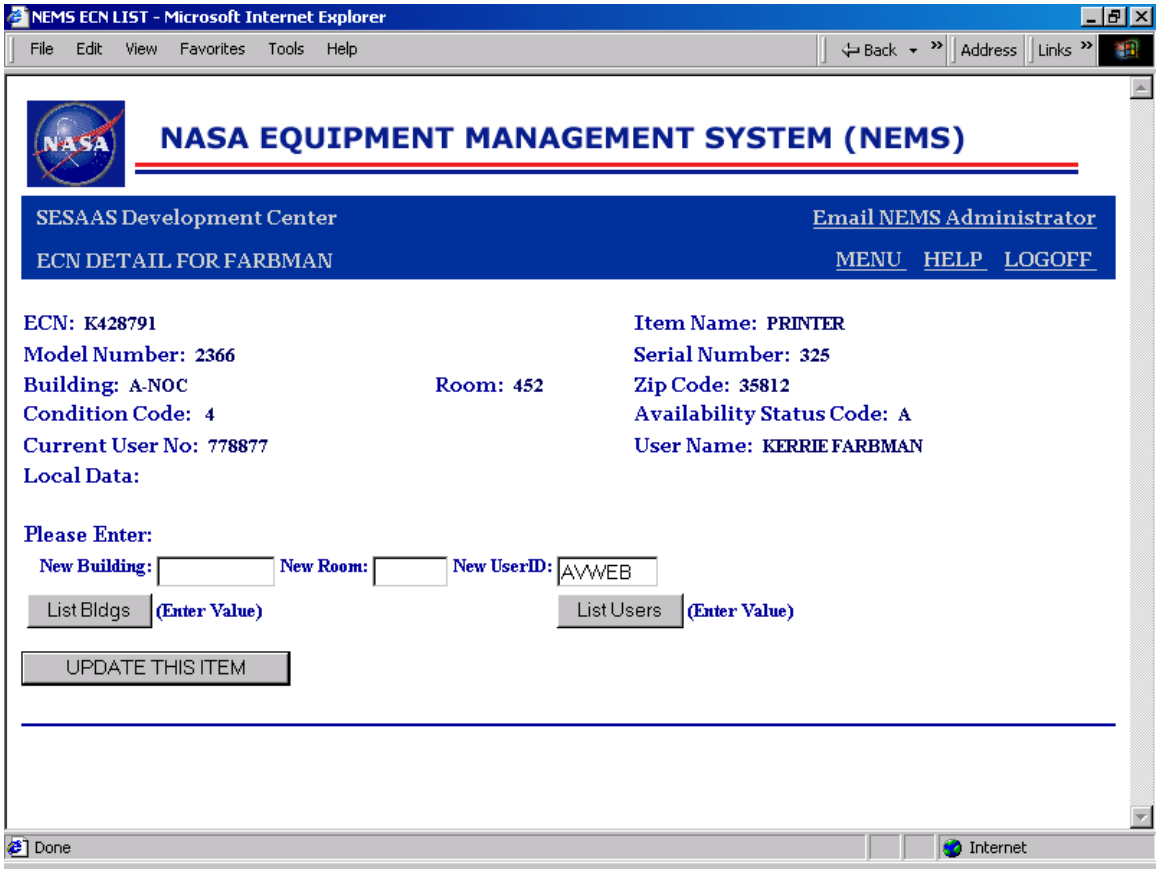
3.3.1.4.2.1.3 List User IDs – Selection

To select a new User ID for the piece of equipment, click on the User ID.



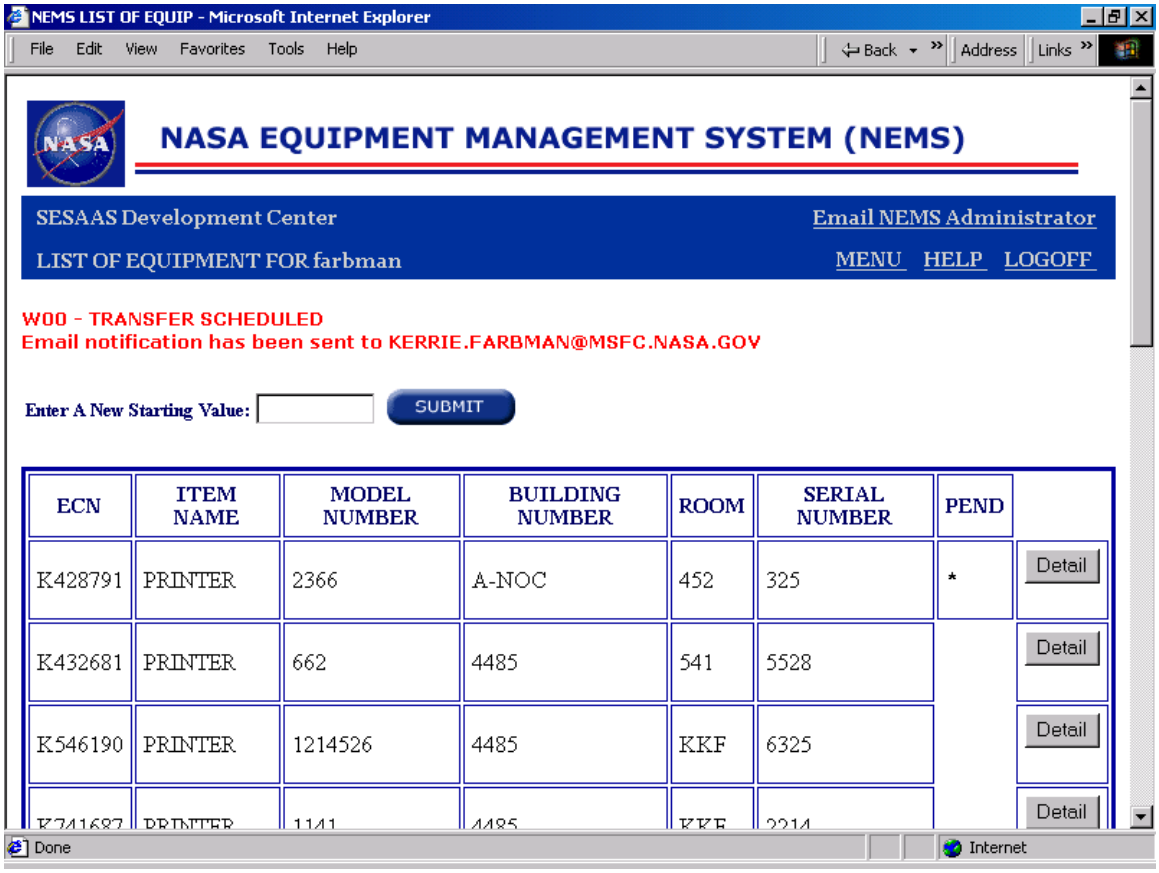
INPUT DATA

- Click on User ID or User Name.
  The User ID will be passed back to the List of Equipment screen in the New User ID field.



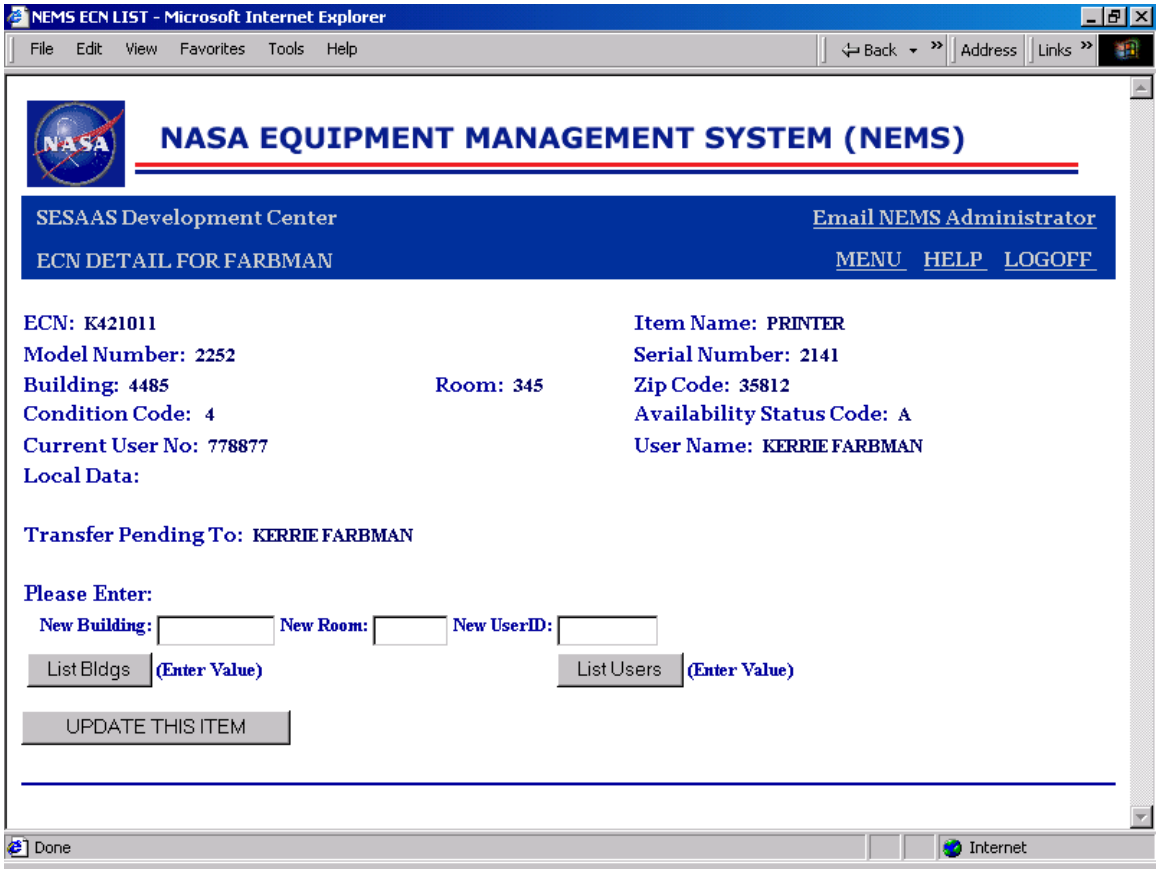
INPUT DATA

- Click **UPDATE THIS ITEM** button.
  Upon validation of the new User ID, the ECN is added to the pending file for approval by the new user. The list of equipment is displayed with a message indicating that the transaction was successfully completed and an email notification has been sent to the new user.


NEMS LIST OF EQUIP - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Address Links
NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)
SESAAS Development Center
Email NEMS Administrator
LIST OF EQUIPMENT FOR farbman
MENU HELP LOGOFF
W00 - TRANSFER SCHEDULED
Email notification has been sent to KERRIE.FARBMAN@MSFC.NASA.GOV
Enter A New Starting Value:
SUBMIT
ECN
ITEM NAME
MODEL NUMBER
BUILDING NUMBER
ROOM
SERIAL NUMBER
PEND
K428791 PRINTER 2366 A-NOC 452 325 * Detail
K432681 PRINTER 662 4485 541 5528 Detail
K546190 PRINTER 1214526 4485 KKF 6325 Detail
Detail
Done
Internet

3.3.1.5 View List of Equipment Assigned to You –Transferred

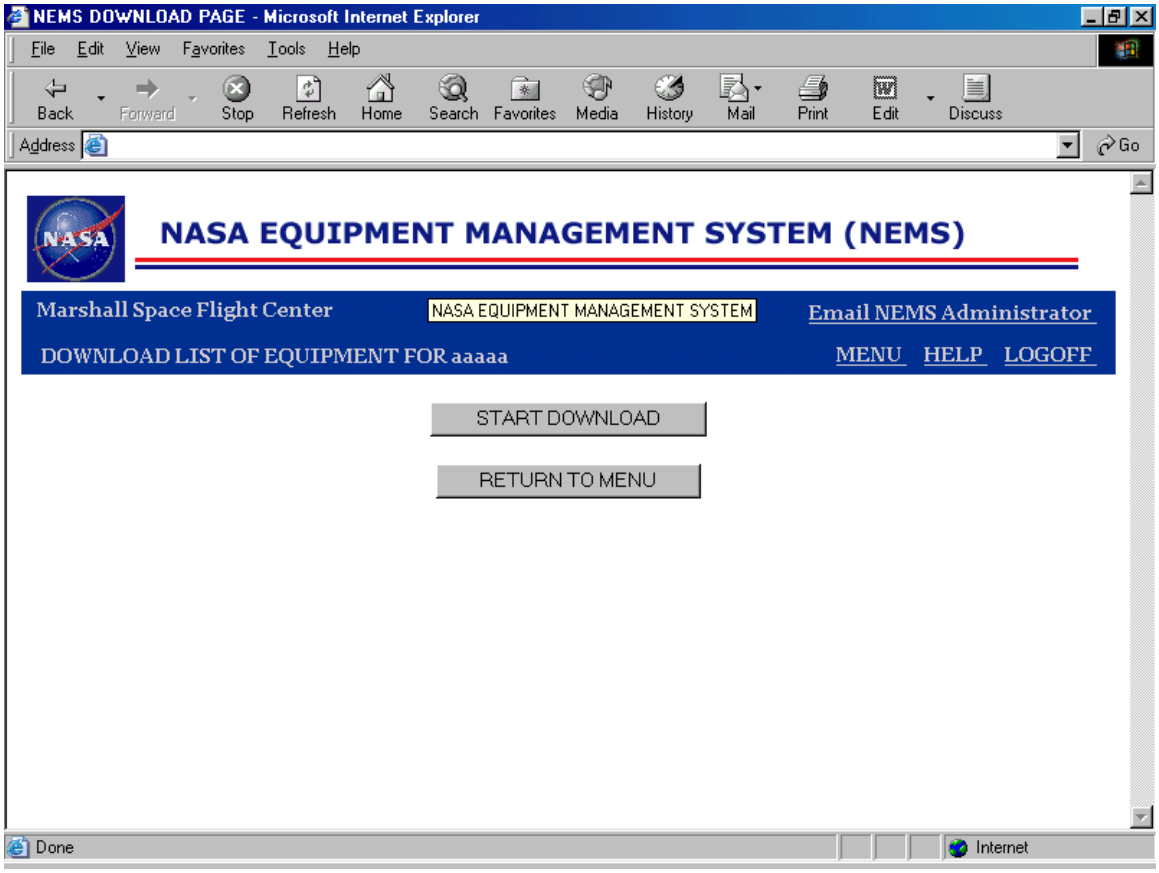
If the transfer has not been approved, then the next time the list of equipment is displayed there will be a message on that piece of equipment notifying the custodian/user who the equipment was transferred to.



If the transfer is approved, the ECN is removed from the current custodian's/user's list.

3.3.2 Download List Of Equipment Assigned To You

The Download List of Equipment Assigned To You will allow a custodian/user to download the list of equipment assigned to them.



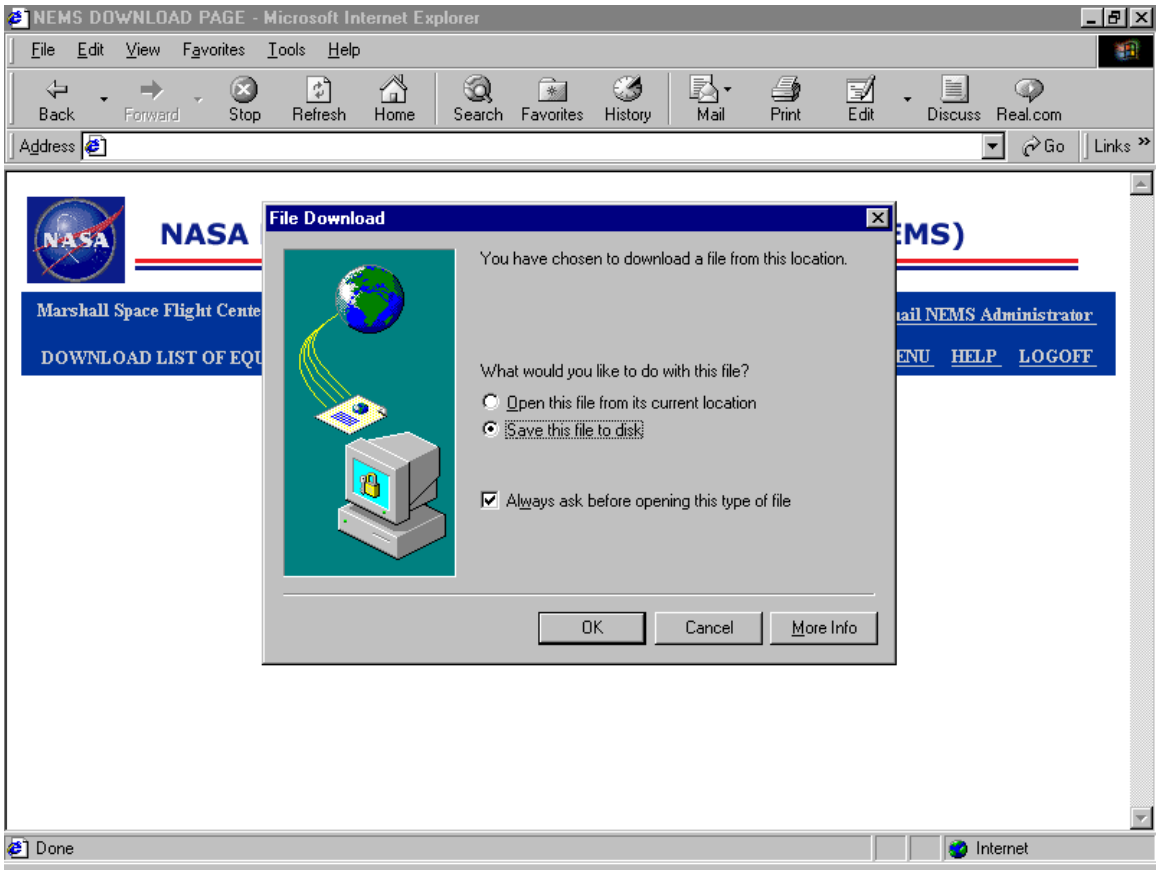
INPUT DATA

- If the Custodian/User clicks on the **START DOWNLOAD** button, a dialog box for downloading the file is displayed.
- If the Custodian/User clicks on the **RETURN TO MENU** button, the NEMS Web Menu is redisplayed.

3.3.2.1 Download List of Equipment – Start Download

Select Start Download on the Download List of Equipment for user to start the download process. This example of the download is using Microsoft Explorer 5.0.

After the download has started, a dialog box will be displayed asking the user what they would like to do with this file. If the Open this file from its current location is chosen, a spreadsheet with the equipment list will be opened. If the Save this file to disk is chosen, the file is saved to a specified location.



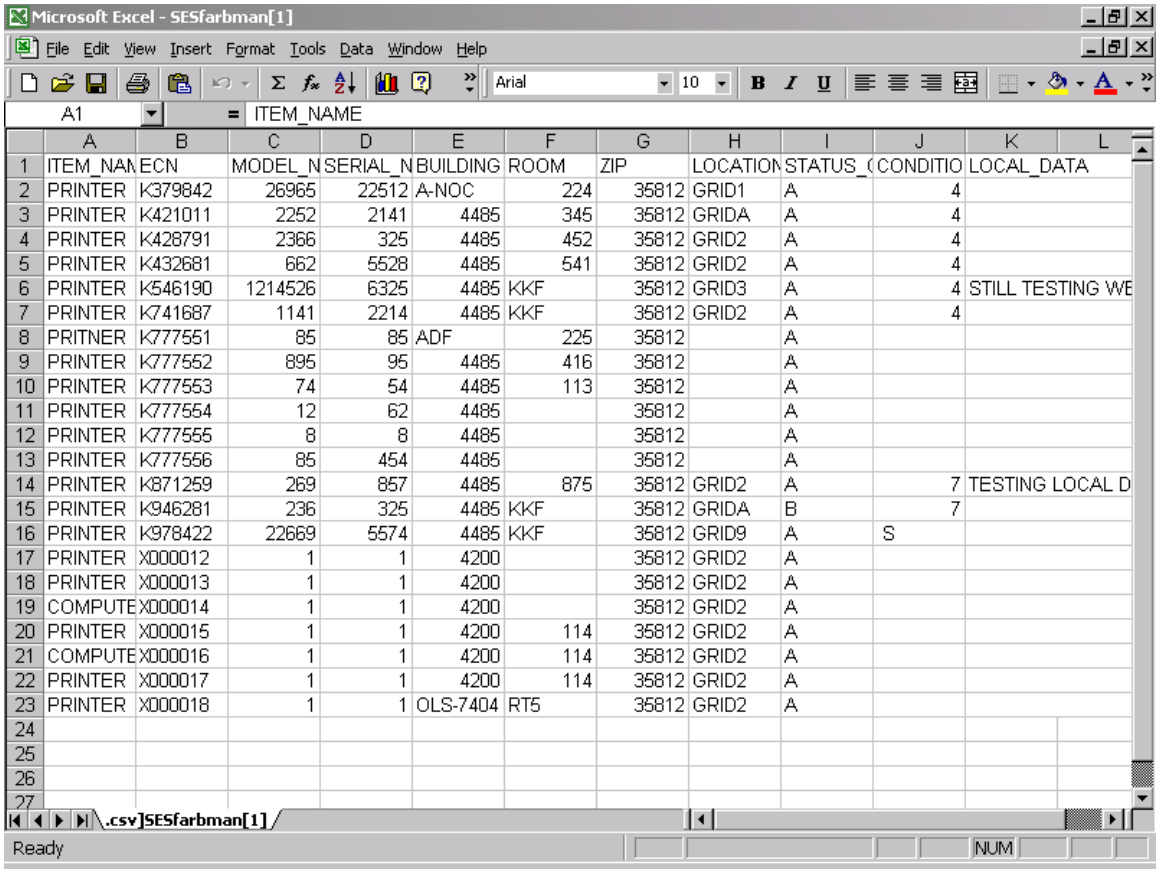
INPUT DATA

- Click on either of the following options:
  - Open this file from its current location
  - Save this file to disk
- Click the **OK** button.

- Click on the **Cancel** button. This will cancel the download of the custodian's/user's equipment.

3.3.2.2 Download List of Equipment – Open

Select Open this file from its current location on the File Download dialog box to open the spreadsheet.



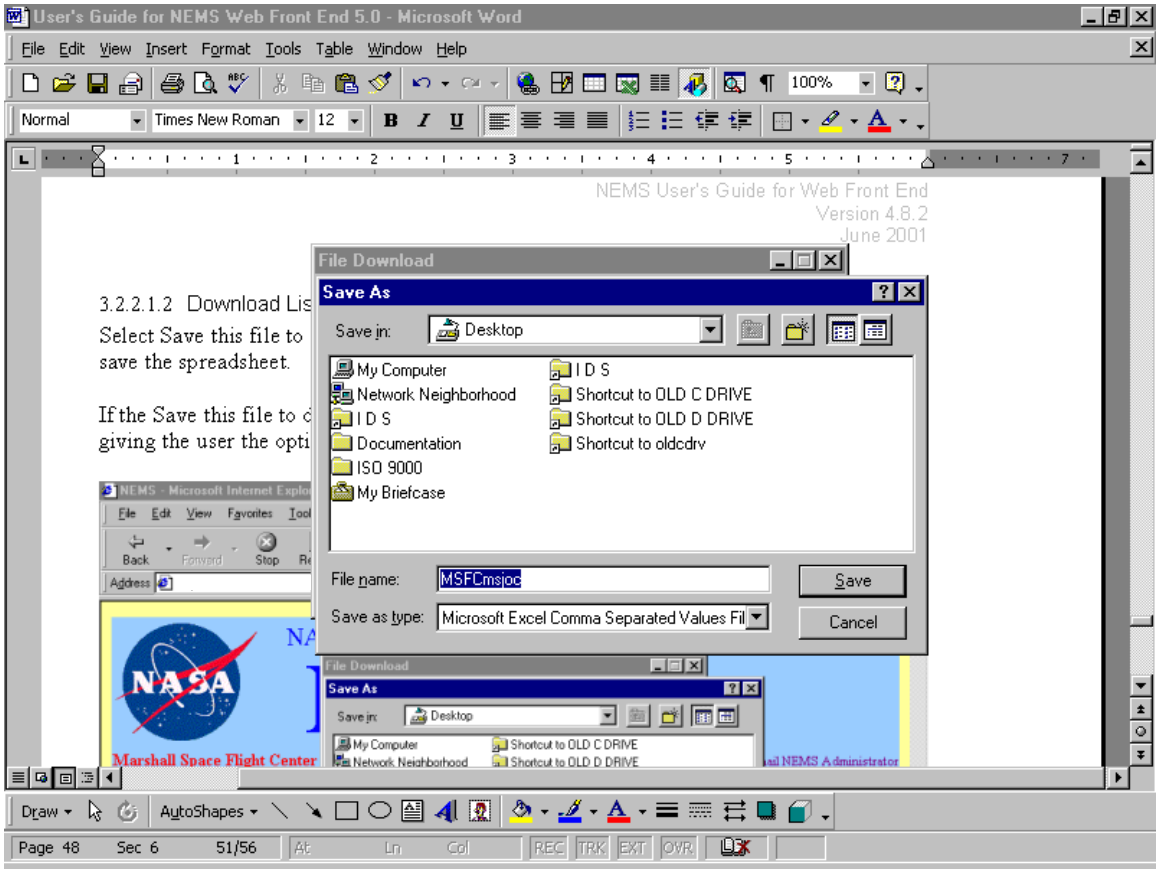
	A	B	C	D	E	F	G	H	I	J	K	L
1	ITEM_NAM	ECN	MODEL_N	SERIAL_N	BUILDING	ROOM	ZIP	LOCATION	STATUS_(	CONDITIO	LOCAL_DATA	
2	PRINTER	K379842	26965	22512	A-NOC	224	35812	GRID1	A	4		
3	PRINTER	K421011	2252	2141	4485	345	35812	GRIDA	A	4		
4	PRINTER	K428791	2366	325	4485	452	35812	GRID2	A	4		
5	PRINTER	K432681	662	5528	4485	541	35812	GRID2	A	4		
6	PRINTER	K546190	1214526	6325	4485	KKF	35812	GRID3	A	4	STILL TESTING WE	
7	PRINTER	K741687	1141	2214	4485	KKF	35812	GRID2	A	4		
8	PRITNER	K777551	85	85	ADF	225	35812		A			
9	PRINTER	K777552	895	95	4485	416	35812		A			
10	PRINTER	K777553	74	54	4485	113	35812		A			
11	PRINTER	K777554	12	62	4485		35812		A			
12	PRINTER	K777555	8	8	4485		35812		A			
13	PRINTER	K777556	85	454	4485		35812		A			
14	PRINTER	K871259	269	857	4485	875	35812	GRID2	A	7	TESTING LOCAL D	
15	PRINTER	K946281	236	325	4485	KKF	35812	GRIDA	B	7		
16	PRINTER	K978422	22669	5574	4485	KKF	35812	GRID9	A	S		
17	PRINTER	X000012	1	1	4200		35812	GRID2	A			
18	PRINTER	X000013	1	1	4200		35812	GRID2	A			
19	COMPUTE	X000014	1	1	4200		35812	GRID2	A			
20	PRINTER	X000015	1	1	4200	114	35812	GRID2	A			
21	COMPUTE	X000016	1	1	4200	114	35812	GRID2	A			
22	PRINTER	X000017	1	1	4200	114	35812	GRID2	A			
23	PRINTER	X000018	1	1	OLS-7404	RT5	35812	GRID2	A			
24												
25												
26												
27												

To save this file, the custodian/user must select File, and then select SAVE AS. The custodian/user must select the location in which to save the file.

3.3.2.3 Download List of Equipment – Save

Select Save this file to disk from its current location on the File Download dialog box to save the spreadsheet.

If the Save this file to disk option is chosen, then another dialog box will be displayed giving the custodian/user the option of where to store the file.

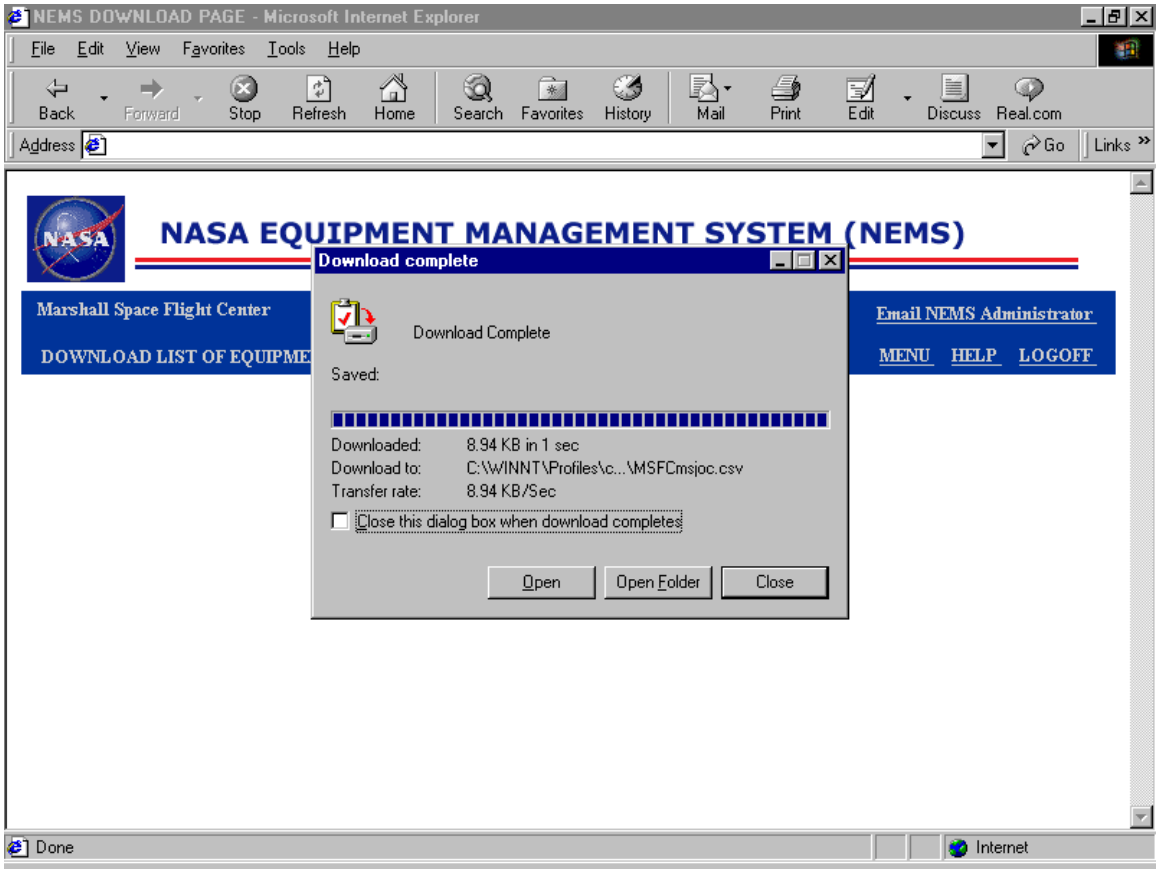


INPUT DATA

- Save in: The directory where the file is saved.
- File name: The name of the file.
- Click on the **Save** button. This will save the downloaded equipment file in the location chosen by the custodian/user.

- Click on the **Cancel** button. This will cancel the download of the custodian's/user's equipment.

After clicking on the OK button, the equipment will be downloaded to the desired location. When the download has completed a dialog box will be displayed informing the custodian/user that the download has completed.



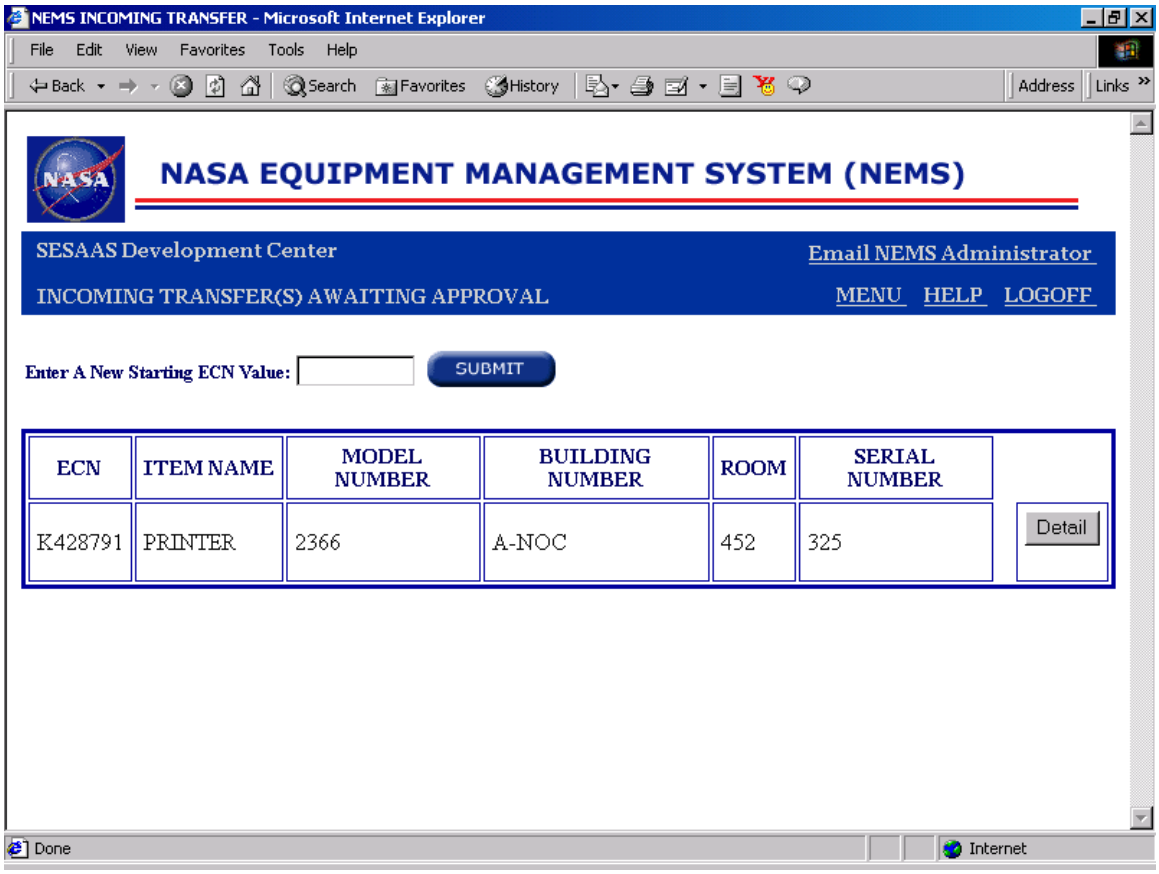
INPUT DATA

- Click on one of the following buttons:
  - **Open** Opens the file.
  - **Open Folder** Opens the folder that contains the file.
  - **Close** Closes the dialog box.

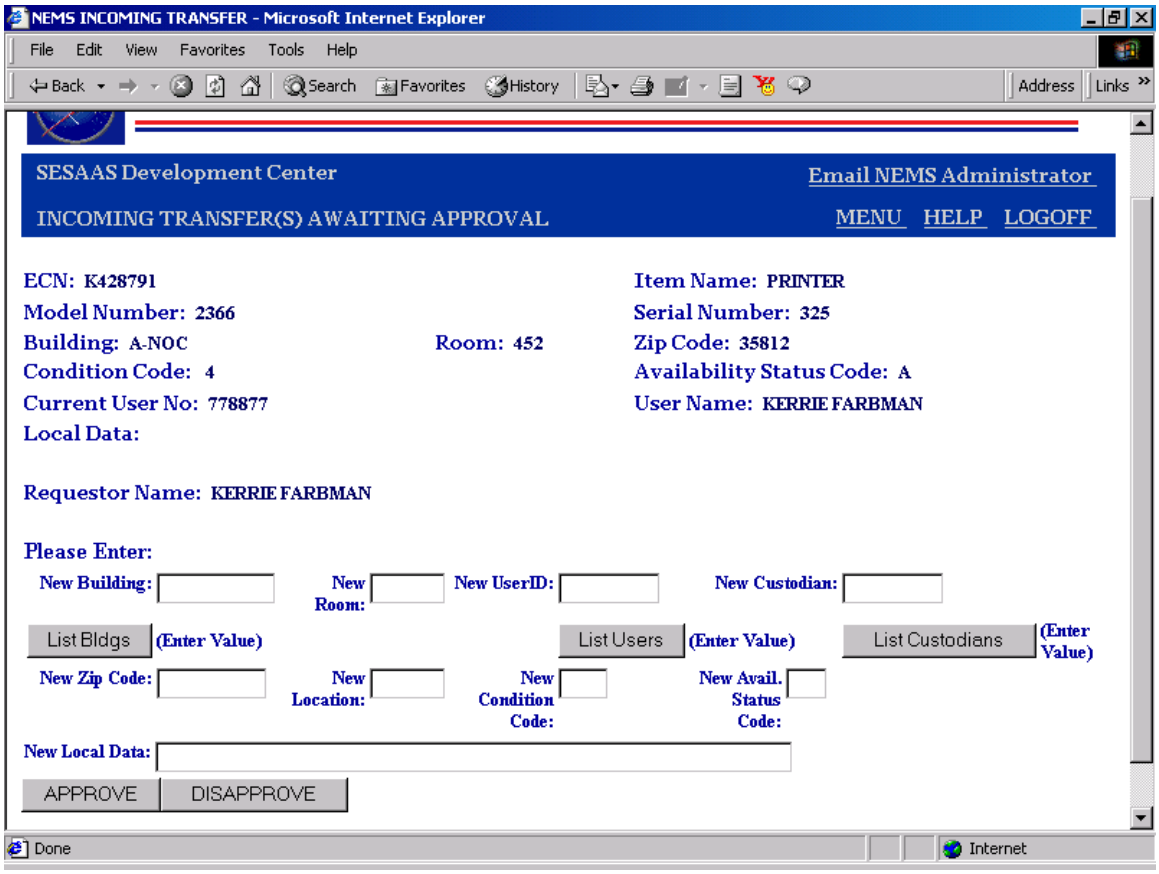
3.3.3 View Incoming Transfer(s) Awaiting Approval (Custodian)

Select View Incoming Transfer(s) Awaiting Approval on the NEMS Web Menu to display the list of transfers awaiting approval by the custodian.

The ECN, Item Name, Model Number, Building Number, Room, and Serial Number is displayed for each piece of equipment that is waiting approval to be transferred to them. To see more detail about any piece of equipment and to approve or disapprove the transfer, click the Detail button on the line of the ECN.



The View Incoming Transfer(s) Awaiting Approval allows the custodian to see what equipment is waiting approval to be transferred to them. The custodian has the option to approve the transfer or to disapprove the transfer in addition to changing other items. The custodian has the option to do a W26, W29, and W31. If the custodian approving the transaction is the new custodian, the option to change the custodian again is not valid. If the old custodian is approving the transfer and NOT changing to a new custodian, the only option allowed is W29 and W31. The only fields that will be modified in the Equipment file are Building, Room, and User ID.



INPUT DATA

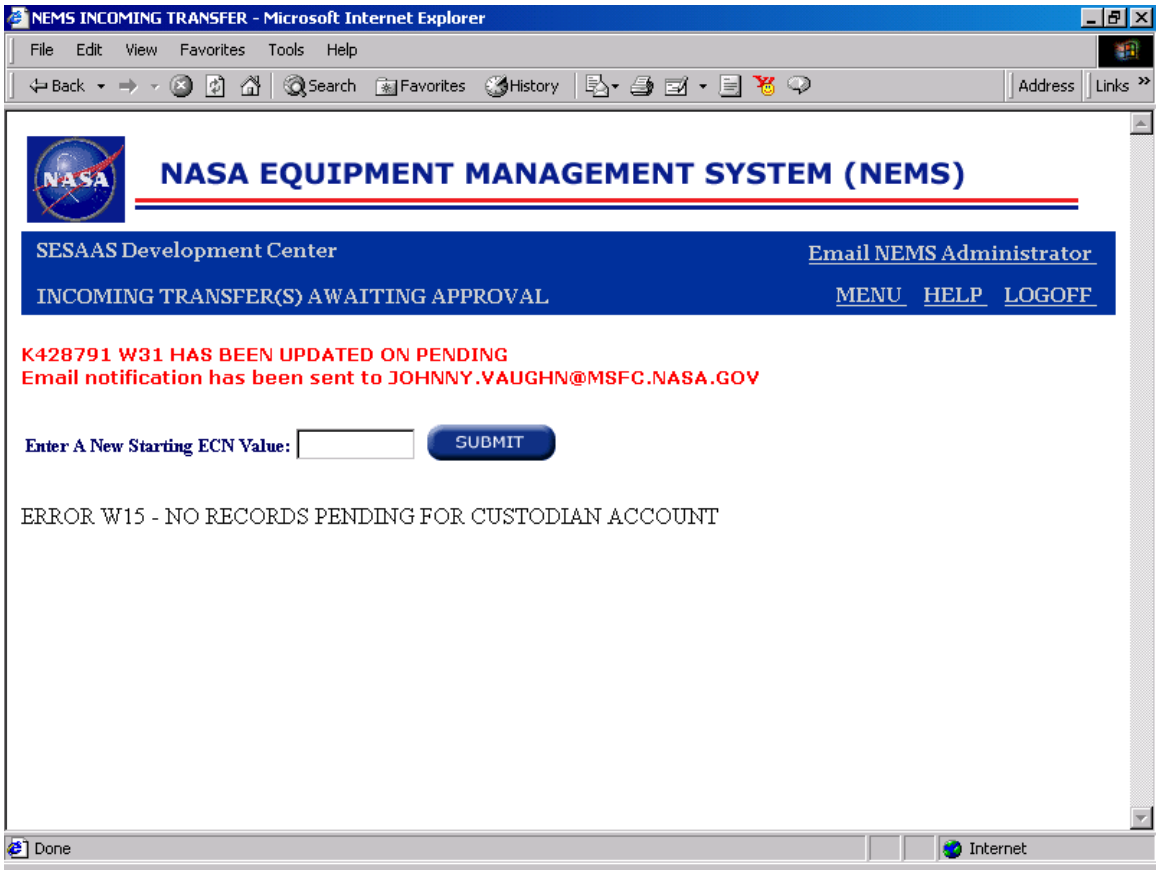
- New Building — Optional
- New Room — Optional
- New User ID — Optional
- New Custodian — Optional
- New Zip Code — Optional
- New Location — Optional
- New Condition Code — Optional
- New Avail Status Code — Optional
- New Local Data — Optional

- Click one of the following buttons:
  - **Approve** – accepts the transfer
  - **Disapprove** – rejects the transfer

3.3.3.1 View Incoming Transfer(s) Awaiting Approval – Approve (Custodian)

Click the Approve button on the Incoming Transfer(s) Awaiting Approval screen to accept the transfer.

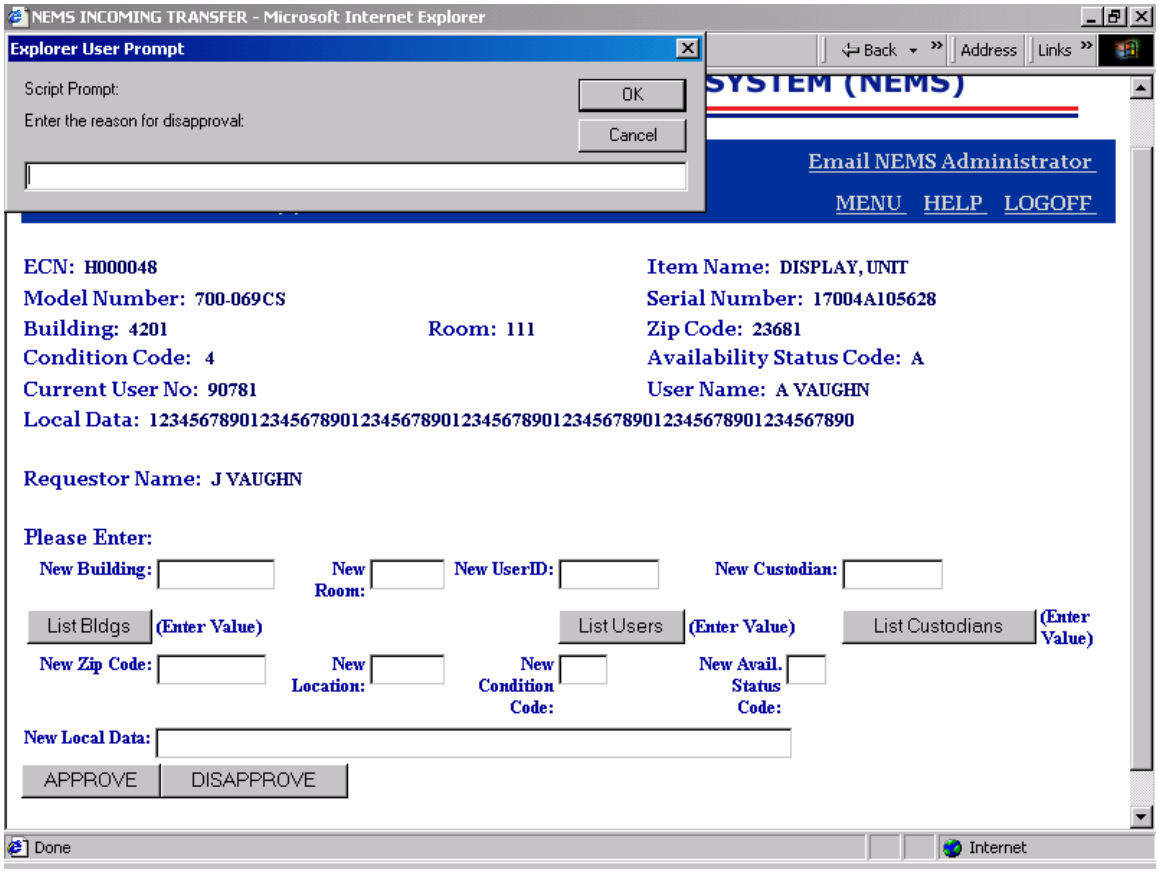
If the transfer is approved, then the Incoming Transfer list is redisplayed with a message indicating the ECN was changed. See Appendix A for file changes.



3.3.3.2 View Incoming Transfer(s) Awaiting Approval – Disapprove (Custodian)

Click the Disapprove button on the Incoming Transfer(s) Awaiting Approval screen to reject the transfer.

If the transfer is disapproved, a comment box will be displayed for entry of the reason why the transfer was rejected. See Appendix A for file changes.



INPUT DATA

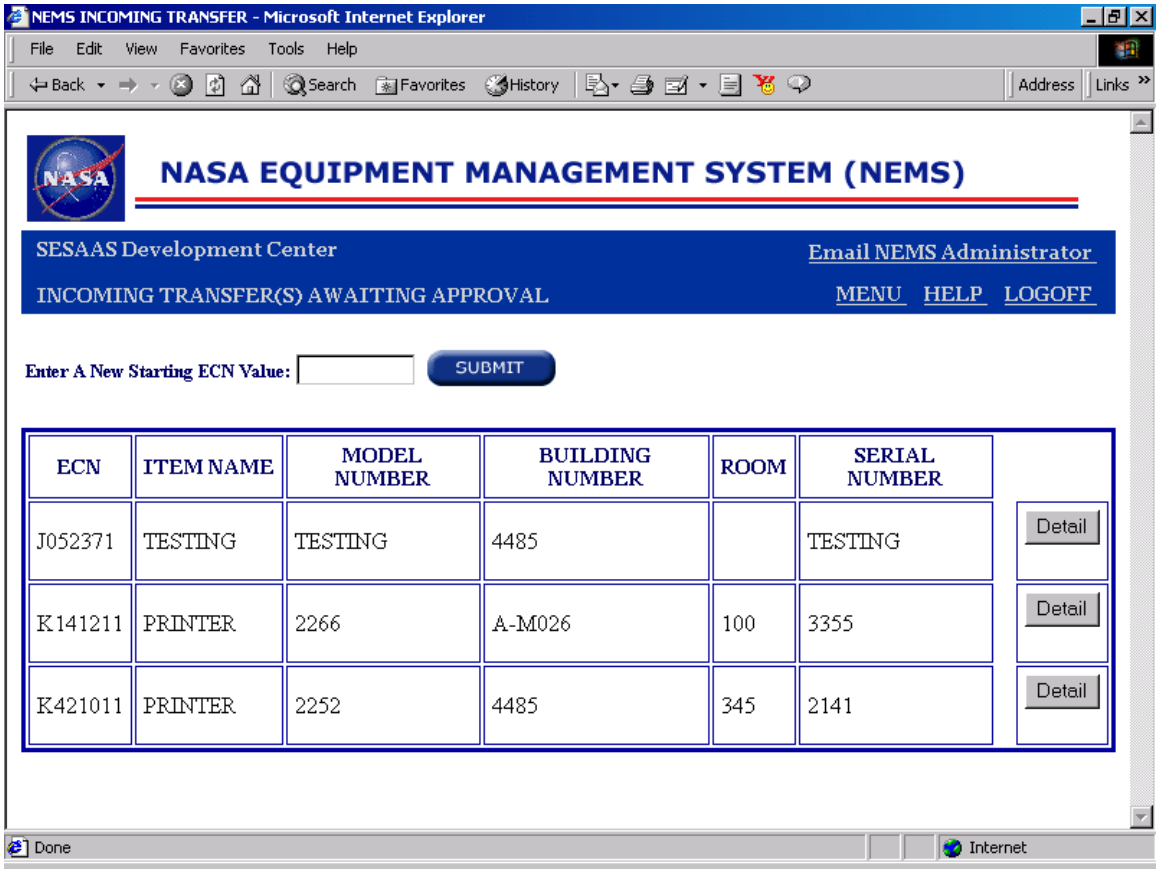
- Enter the reason for disapproval: required
- Click on the **OK** button to confirm reason.

- Click on the **Cancel** button to cancel the rejection.

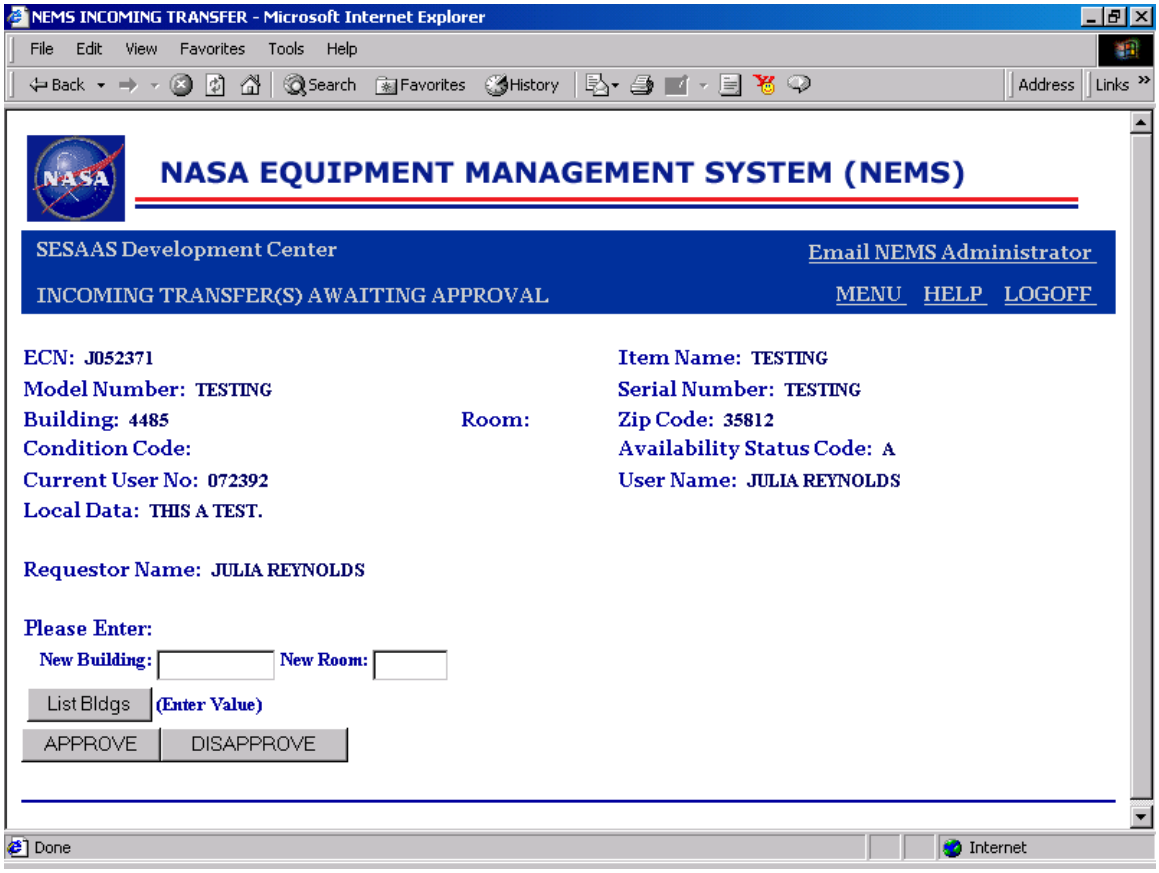
3.3.4 View Incoming Transfer(s) Awaiting Approval (User)

Select View Incoming Transfer(s) Awaiting Approval on the NEMS Web Menu to display the list of transfers awaiting approval by the user.

The ECN, Item Name, Model Number, Building Number, Room, and Serial Number is displayed for each piece of equipment that is waiting approval to be transferred to them. To see more detail about any piece of equipment and to approve or disapprove the transfer, click the Detail button on the line of the ECN.



The View Incoming Transfer(s) Awaiting Approval allows the user to see what equipment is waiting approval to be transferred to them. The user has the option to approve the transfer or to disapprove the transfer in addition to changing the building and room number.



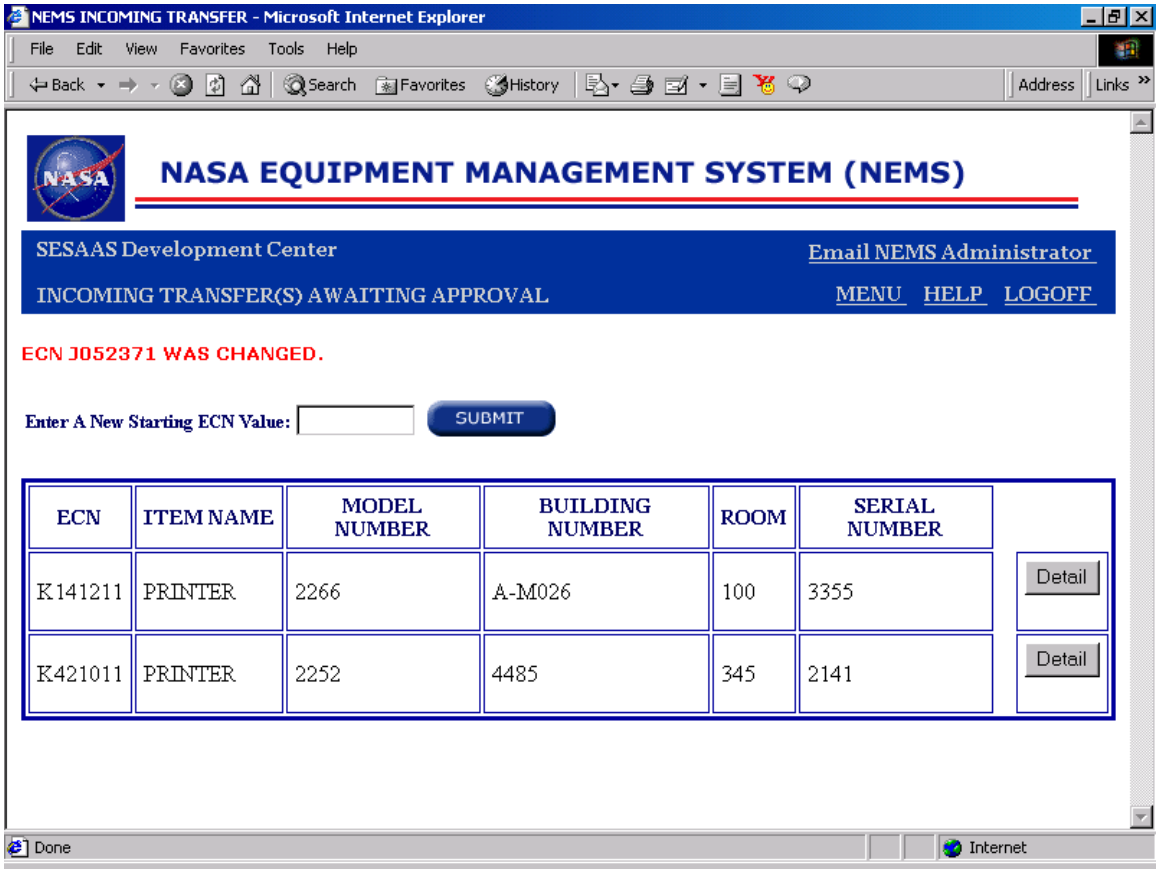
INPUT DATA

- New Building — Optional
- New Room — Optional
- Click one of the following buttons:
  - **Approve** – accepts the transfer
  - **Disapprove** – rejects the transfer

3.3.4.1 View Incoming Transfer(s) Awaiting Approval – Approve (user)

Click the Approve button on the Incoming Transfer(s) Awaiting Approval screen to accept the transfer.

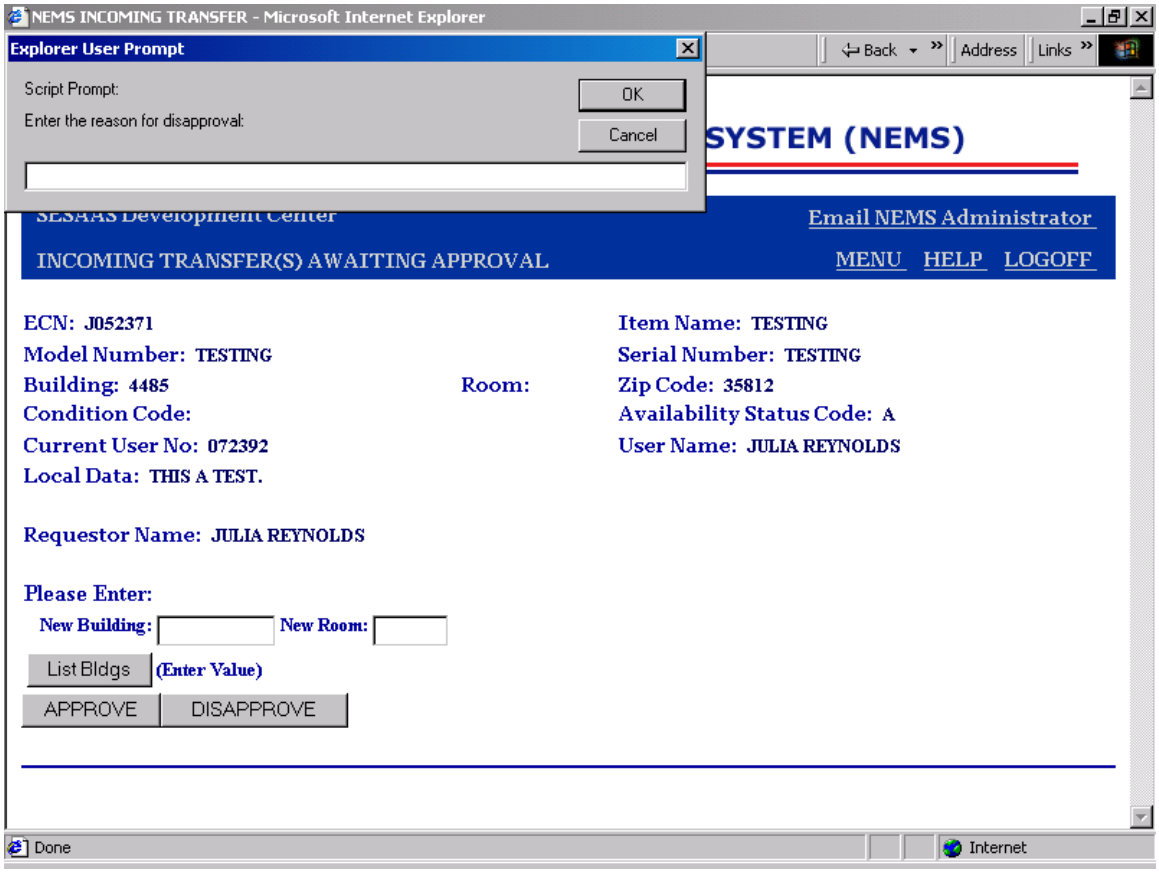
If the transfer is approved, then the Incoming Transfer list is redisplayed with a message indicating the ECN was changed. The approved equipment is officially transferred to the approving user. See Appendix A for file changes



3.3.4.2 View Incoming Transfer(s) Awaiting Approval – Disapprove (user)

Click the Disapprove button on the Incoming Transfer(s) Awaiting Approval screen to reject the transfer.

If the transfer is disapproved, a comment box will be displayed for entry of the reason why the transfer was rejected. See Appendix A for file changes.



INPUT DATA

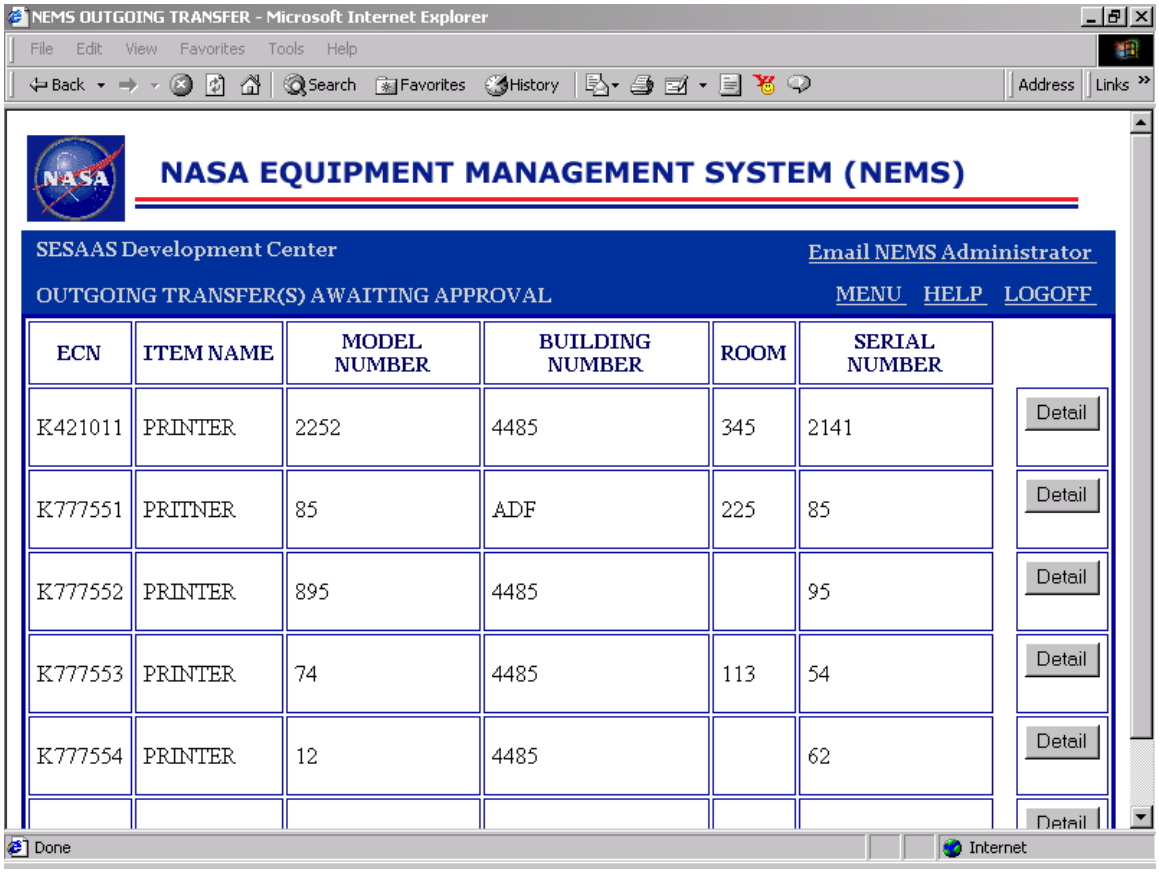
- Enter the reason for disapproval: required
- Click on the **OK** button to confirm reason.

- Click on the **Cancel** button to cancel the rejection.

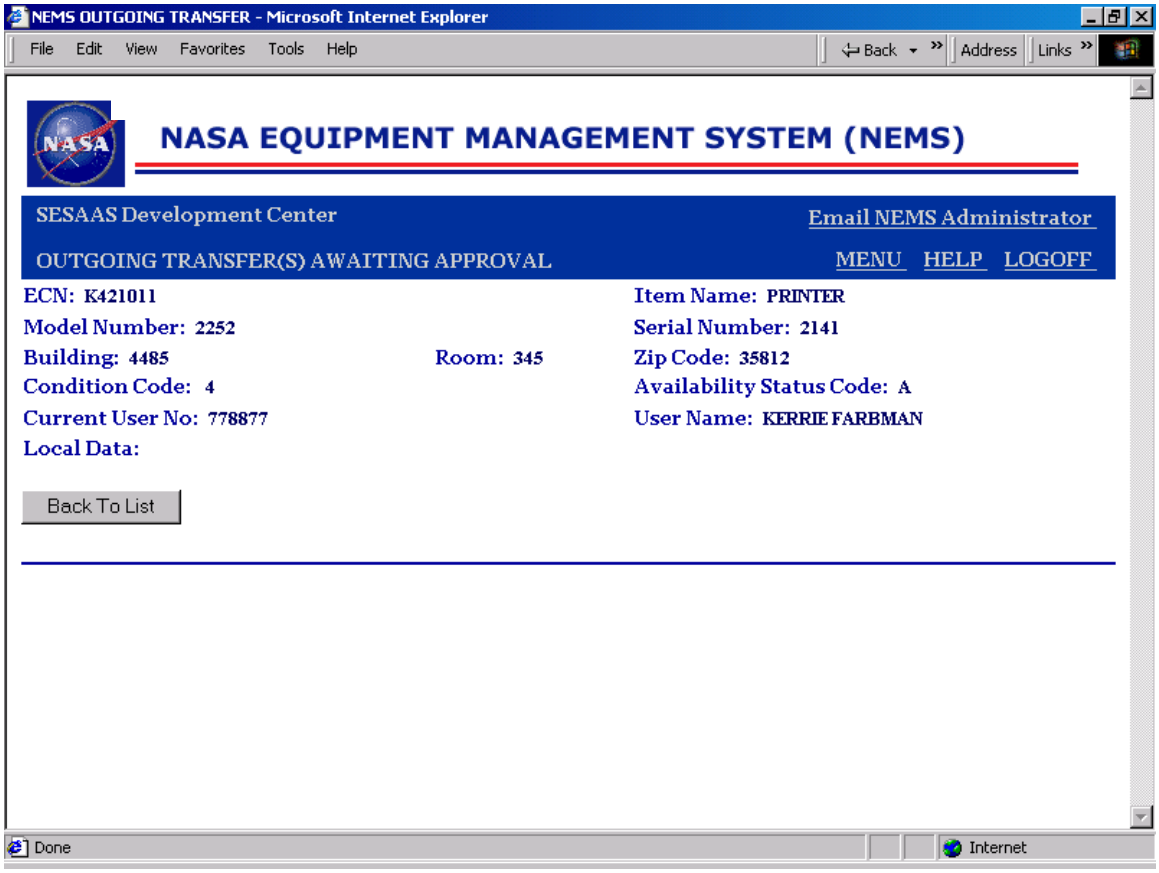
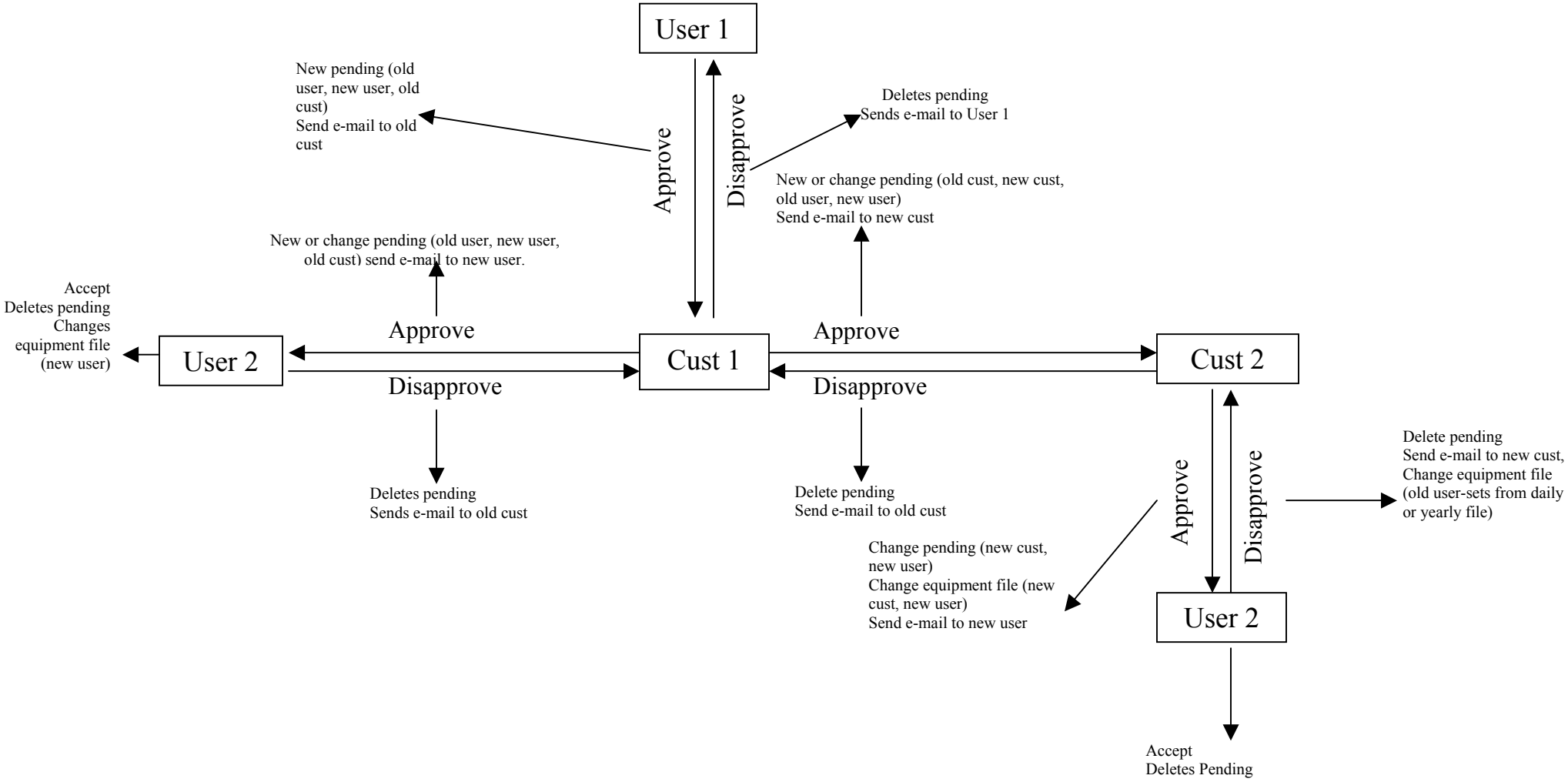
3.3.5 View Outgoing Transfer(s) Awaiting Approval

Select View Outgoing Transactions Awaiting Approval on the NEMS Web Menu to display the list of outgoing transfers awaiting approval.

The View Outgoing Transfer(s) Awaiting Approval option displays the ECN, Item Name, Model Number, Building Number, Room, and Serial Number for transactions awaiting approval from another user. To see more detail about any piece of equipment click any field on that line.



The detail for the selected piece of equipment is displayed.



APPENDIX A - PROPERTY CHANGE LIFE CYCLE